



# IPF Handbook For Associate Applicants

## Introduction

The Irish Photographic Federation awards distinctions on three levels – **Licentiate**, **Associate** and **Fellow**, in ascending order. Associate is the Second of these levels.

## The Associateship - Who may Apply?

The Associateship may be applied for by any photographer, whether a member of an IPF club or not, who already holds any one of the following distinctions

- Licentiate Irish Photographic Federation (LIPF)
- Licentiate Royal Photographic Society (LRPS)
- Credit-Photographic Alliance of Great Britain (CPAGB),
- Licentiate Irish Professional Photographers Association (LIPPA)
- Excellence-Federation Internationale de l'Art Photographique (EFIAP)
- Photographic Society of America (PPSA)

## What Is Required?

1. 15 prints that demonstrate the applicant's individuality and sustained ability in photography
2. The panel of 15 prints must sit together as a balanced cohesive set of images. Remember that often your 15 best images alone will not gel as a cohesive set.

## Making an Application

The Associate application must be filled out online from [www.irishphoto.ie](http://www.irishphoto.ie), (Distinctions Section). The form should include:-

- the version of your name you wish to be on your Associate certificate
- the subject matter of your panel (general or named if otherwise)
- the distinction you currently hold (see eligibility requirements, above)
- which session you wish to apply for.(an applicant may make only one Associate submission at a time, and for only one session date at a time)
- a completed online entry form
- confirmation that the application fee has been paid
- an official from your club confirming that you are an active member of that club (Chairperson, Secretary, Treasurer) if you have indicated that you are a member of an IPF-Affiliated club.

The application fee for distinction assessment is €40 for a member of a registered club in good standing with the IPF. Non-member applications are €80. The fee may be paid through the application form using PayPal, or by cheque/money order/ postal order.



## Application Quotas

In order to ensure the highest level of adjudication standards, a maximum of 10 Associate applications are listed per session. For this reason it is important to note that payment of the application fee does not constitute an application for quota eligibility purposes. This will be determined by the date of receipt of the application form by the Distinctions Secretary.

If the quota is filled before the application deadline published on the IPF website, additional applications will not be listed unless cancellations create a vacancies. Otherwise the applications will be passed to the next session. As there may be applicants waiting on quota places, if you wish to cancel/defer your application you must do this before the deadline. If you cancel your application after the deadline your fee will not be refunded. A quota application may be deferred once.

## Preparing your Associate Panel

### Beforehand:

Before submitting a panel for assessment, it is best to get advice on your images and how they may make up a successful Associate panel. Ideally, attend a distinction advisory session organised by the Federation, or attend a distinction assessment session.

If you go to an advisory session, first put together a set of around 30 un-mounted prints to show to your advisors, preferably printed to the size you intend to use in your panel. Bear in mind that the quality of your prints will be examined by the session assessors, making it important that print quality is achieved at the advisory stage. Do not rush your application.

### The Panel:

An application must consist of a panel of 15 prints, which may consist of either colour or monochrome prints, or a combination of these, none of which have been used in a successful Licentiate panel.

### Print Size:

This must not exceed 50cm x 40 cm, including mount. Although there is no minimum size, 25cm x 20cm would be considered reasonable. Basically, the size chosen should present the images to best effect, taking care that the prints are not so large as to compromise image quality.

### Arrangement:

The prints must be presented together as a cohesive panel composed of two rows. The panel should be accompanied by a thumbnail hanging plan (A4 size is sufficient), and the reverse of each mount should be clearly numbered to match the image on the hanging plan. Details such as author's name, title of image, must not be shown on the front of the mount.

### Presentation:

Presentation and mounting of prints should be sympathetic with the subject matter. The prints must be mounted (frames will not be accepted). Uniform mounting of the panel helps with cohesion.

### Category:

There are no constraints on subject matter or theme, but the set of 15 images should be cohesive and match the objective(s) set out in the written statement.

### Written Statement:

A written statement (max 150 words) outlining what you intended to achieve with the images is required. This statement will be read to the assessing panel. The statement must be typed and a copy should be included with both the application form and with the prints.



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## Distinction Assessment Days

There are three assessment days each year, in April/May, September and November. Details will be published on the IPF website, including application deadlines, which are generally set six weeks before the assessment date.

Associate assessments take place in front of an audience, which will include other Associate candidates, and probably Fellowship and Licentiate candidates also being assessed that day, and other members of IPF clubs who have come to enjoy the photography on show.

Candidates or their representatives must bring the prints to the session at a time that will be notified to them. This will be before adjudication begins. The prints must be taken away after the session, and can only be collected on completion of the full assessment session

After all assessing has concluded, including Fellowship and Licentiate applications, the successful candidates will be presented with certificates and Distinction pins.

## Assessing Your Panel

### The Assessors:

Each Associate panel will be assessed by 7 or more assessors, all of whom will be Fellows or Associates of the Federation. Success will be measured by a positive majority vote of the assessors. While an assessor who comes from the same club as the applicant may appear to vote on the panel, that assessor's vote will be discounted. Please note that the canvassing of assessors prior to an assessment session may lead to your panel being disqualified.

### What The Assessors Will Look For:

- ✓ **Quality of Communication:** To what extent does the panel successfully communicate ideas, moods or feeling?
- ✓ **Originality:** To what extent does the panel show personal engagement with the subject?
- ✓ **Cohesion:** Is there cohesion and variety in the panel?
- ✓ **Artistic Input:** To what extent has the photographer exploited the photographic possibilities of the subject? Has there been a sensitive treatment of light, viewpoint, composition, design, perspective? Is there imagination and creativity in the images?
- ✓ **Technical Ability:** Are imagination and creativity present in the images?
- ✓ **Presentation:** Are the images blemish free? Is the mounting sympathetic and appropriate?
- ✓ **Written Statement:** The written statement sets out the rationale and projected outcome behind the panel. Does the panel deliver on this?

### Things to Avoid - Some Common Reasons for Failure

- Images not up to the required standard
- Repetition
- Poor print quality including burnt out highlight areas
- Lack of sharpness when correct use of sharpness would enhance the image
- Not matching written statement with the images



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## The Assessing Procedure

Each Associate distinction panel will be put on display before the assessors in accordance with the hanging plan provided by the candidate.

Once the panel is on display, the Distinctions Secretary will read the Written Statement to the assessors, who will then consider the panel as whole and examine the individual prints. In some instances, the assessors may re-arrange prints if it is considered that this will help the panel.

Next, the Chairman will ask for a preliminary show of voting cards by the assessors. This show will not be visible to the audience. He will then request those showing green to make a case for saying yes, followed by the reds stating their case. In some instances the Chairman may ask individual assessors to comment on the panel before taking a final vote.

Then, a second and final show of cards will be requested and the majority decision recorded.

### Referrals:

Where any assessor feels that the applicant panel, though not succeeding, warrants a referral, that assessor will show both a Red card and the reverse of a Green card.

The assessors may then agree that the panel is well up to the required standard but is let down by a small number of, agreed, images (up to 2 images). In that event, the panel may be "referred". When the referred panel comes before the assessors again, the panel will, only, be assessed on the basis of whether the new images are of Fellowship standard and appropriate to the other images on that panel. If such proves to be the case, the panel will succeed. In the meantime, the identity of the applicant shall remain anonymous.

## Comments by the Assessors:

In the event of a panel not being successful, each assessor will give comments why he / she feels the panel failed. These comments will be enclosed with the unsuccessful prints. The purpose of the comments is to provide some guidance to help the applicant succeed on a later occasion. The comments are from individual assessors and may vary from sheet to sheet. Please note that assessors will not discuss individual results with applicants on the day.

## Confidentiality:

As far as the assessors are concerned, all assessments are carried out anonymously, and a candidate's name will only be announced if the assessment is successful.

## Ratification by the IPF National Council

Notwithstanding the presentation of certificates and pins, in every case and at each level, a successful assessment by the assessors takes the form of a recommendation to the IPF National Council that the appropriate distinction be awarded, which must be ratified by the National Council.

## Post the Distinctions Session

- The images in a successful Associate panel may not be included in a submission for a subsequent Fellowship, application.
- An annual distinction holder's fee of €25 (€15 for persons over 65 years) is payable to the IPF from 1<sup>st</sup> January succeeding the successful application. A lifetime fee option of €200 is also available. Fees can be paid via Paypal on the IPF website or by mail to the IPF Treasurer.
- Successful candidates will be asked to upload a copy of their panels for display on the IPF website.
- Replacement certificates where the error is on the part of the applicant (including illegible entry forms) will be charged at €15 per copy.