

Work Registration - Broadcasts 2022 Deadlines and Obligatory Data for Societies Authors

a) Policy

Generally it is sufficient to register works which you claim for with us. Our deadline is March 31st. Throughout the year we actively check our broadcast records of our relevant Swiss TV channels to locate broadcasts of your works registered in our database.

If you miss the deadline of March 31st you still have the opportunity to register your works until June 30th. In this case however you have to register the broadcasts as well.

b) Deadlines

These deadlines are binding, i.e. work registrations which we receive after this deadline may probably not be considered in the ordinary distributions 2022. Of course, we gladly accept your work registration earlier.

Work registrations without broadcast data:	March 31st, 2023
Work registrations including broadcast data:	June 30th, 2023

c) Obligatory Data

In order to register your repertoire and, later on, to identify the works, we must insist on the following data mentioned below. In case data should fully or partially be missing, we will not be able to process your registration or parts of it.

Obligatory work data	
Original title	of work or series and episode titles and any alternative titles
Original language(s)	of work or series and episode titles
Language versions	of work or series and episode titles In Switzerland we have German, French and Italian speaking TV-channels. This is why we depend on the language versions of the titles in order to identify them in our broadcast documentation.
Director	first <u>and</u> second name, date of birth, date of death, nationality (except pure copyright collecting societies of screenwriters).
Year of production	year of production
Country / countries of production	for co-productions, please include <u>all</u> countries of production for country- and language-codes use the ISO-standards

Obligatory work data	
Duration of the work	in minutes
Type:	Please indicate type <u>and</u> genre. <ul style="list-style-type: none"> • cinema film • TV film • TV series • other TV contribution • other series
Genre:	Please indicate type <u>and</u> genre <ul style="list-style-type: none"> • fiction • documentary shown in: cinemas / at festivals • cartoons shown in: cinemas / at festivals • art video • documentary • cartoon • education / course • sitcom • soap • comedy / sketch • concert • opera • puppet show • quiz • show • dance • theater • circus / variété
Work ID number	Please note that we need a stable work ID number in order to be able to process your work registration. This can be your own, the IDA-number or the ISAN. Should you not be able to supply such a number, the processing of your work registration will entail a considerable extra-effort for us. Therefore we reserve the right to deduct its costs from your payment, of which we will surely inform you in advance.
ISAN	if available
IDA	if available

Obligatory claimant data	
Name of claimant	For identification purposes we need both first and second name. This includes your claimant as well as other participants of the work, even if they are not represented by your society. Please add information about date of birth and/or date of death and nationality, if available.

Obligatory claimant data	
	Please note that employees of television broadcasting companies <u>are not</u> entitled to claim remuneration with SUISSIMAGE.
Function of claimant	Which function do you claim? <ul style="list-style-type: none"> • Director? • Script writer? other authors? According to the SUISSIMAGE distribution rules (3.2) you can claim other co-authors (camera, editing and others), as you represent this function too. The registration of co-authors is limited to cinema films, TV films and TV series and to works which have been produced after 1.1.1996.
Claim	percentage per claimant We reserve the right to not consider registrations with more than 100% per function.
Territory	Please specify claims for the Swiss territory only.
IPI-number	if available This is the base and name number of your member in the IPI-Register

Obligatory broadcast data	
Broadcast title of work	title of the work which was broadcast
Date of broadcast	The switch of date occurs at midnight sharp.
TV-channel	See the list of relevant TV-channels 2022. Please use the abbreviations used on the SUISSIMAGE TV channels list. Should you use other abbreviations, please add a translation chart.
Time of broadcast	time of beginning (and end) of broadcast
Duration of broadcast	in minutes
ID-number of broadcast	if available