

## Work Registration - Broadcasts 2024

### 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 31<sup>st</sup>. 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 31<sup>st</sup> you still have the opportunity to register your works until June 30<sup>th</sup>. 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 2025. Of course, we gladly accept your work registration earlier.

<b>Work registrations without broadcast data:</b>	<b>March 31<sup>st</sup>, 2025</b>
<b>Work registrations including broadcast data:</b>	<b>June 30<sup>th</sup>, 2025</b>

#### 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.

<b>Obligatory work data</b>	
<b>Original title</b>	of work or series and episode titles and any alternative titles
<b>Original language(s)</b>	of work or series and episode titles
<b>Language versions</b>	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.
<b>Director</b>	first <u>and</u> second name, date of birth, date of death, nationality (except pure copyright collecting societies of screenwriters).
<b>Year of production</b>	year of production
<b>Country / countries of production</b>	for co-productions, please include <u>all</u> countries of production

Obligatory work data	
	for country- and language-codes use the ISO-standards
Duration of the work	in minutes
Type:	Please indicate type <u>and</u> genre. <ul style="list-style-type: none"> <li>• cinema film</li> <li>• TV film</li> <li>• TV series</li> <li>• other TV contribution</li> <li>• other series</li> </ul>
Genre:	Please indicate type <u>and</u> genre <ul style="list-style-type: none"> <li>• fiction</li> <li>• documentary shown in: cinemas / at festivals</li> <li>• cartoons shown in: cinemas / at festivals</li> <li>• art video</li> <li>• documentary</li> <li>• cartoon</li> <li>• education / course</li> <li>• sitcom</li> <li>• soap</li> <li>• comedy / sketch</li> <li>• concert</li> <li>• opera</li> <li>• puppet show</li> <li>• quiz</li> <li>• show</li> <li>• dance</li> <li>• theater</li> <li>• circus / variété</li> </ul>
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	
<b>Name of claimant</b>	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. Please note that employees of television broadcasting companies are <u>not</u> entitled to claim remuneration with Suissimage.
<b>Function of claimant</b>	Which function do you claim? <ul style="list-style-type: none"> <li>• Director?</li> <li>• Script writer?</li> </ul> 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.
<b>Claim</b>	percentage per claimant We reserve the right to not consider registrations with more than 100% per function.
<b>Territory</b>	Please specify claims for the Swiss territory only.
<b>IPI-number</b>	if available This is the base and name number of your member in the IPI-Register

Obligatory broadcast data	
<b>Broadcast title of work</b>	title of the work which was broadcast
<b>Date of broadcast</b>	The switch of date occurs at midnight sharp.
<b>TV-channel</b>	See the list of relevant TV-channels 2024. Please use the abbreviations used on the Suissimage TV channels list. Should you use other abbreviations, please add a translation chart.
<b>Time of broadcast</b>	time of beginning (and end) of broadcast
<b>Duration of broadcast</b>	in minutes
<b>ID-number of broadcast</b>	if available