

EXHIBITION STANDARDS (ES)

Rules for Exhibitions with Closing Dates in 2025

Revised Nov 4, 2024

The purpose of this document is to list the rules for organizing a PSA-recognized exhibition. These rules apply to all exhibitions with closing dates in 2025. Please disregard any versions of this document with earlier dates. Other pertinent documents for hosting an exhibition can be found on the PSA Exhibition web site at <https://psaphotoworldwide.org/page/exhibitions-hosting> which includes the Conditions of Entry and the ERS (Exhibition Recognition system for managing exhibitions). **Not adhering to ES requirements is a potential ethical violation for all persons participating in conducting exhibitions, including judges.**

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Abbreviations used in this document:

- ERD - Exhibition Recognition Director
- EDES - Executive Director of Exhibition Services
- ESD - Exhibition Standards Director in a division
- ERS - Exhibition Recognition System
- ES - This document, Exhibition Standards
- COE - Conditions of Entry
- PPD - Pictorial Print Division
- ND - Nature Division
- PJD - Photojournalism Division
- PTD - Photo Travel Division
- PID - Projected Image Division
- PPD - Pictorial Print Division
- 3DD - 3D Division
- SCP - Small color print
- LCP - Large color print
- SMP - Small monochrome print
- LMP - Large monochrome print
- DQ - Disqualification
- ROPA - Recognition of Photographic Achievement.

Definitions for terms in this document:

- Exhibition - PSA recognized competition with one or more salons
- Salon - The scoring of all sections in that exhibition by one jury
- Section - Category of images meeting a specific definition
- Circuit - An exhibition with more than one salon
- Exhibition Chair - The official point of contact in any PSA exhibition. The use of **chair** is the same as exhibition chair.
- Salon Manager - A person appointed by an exhibition chair to manage one salon in a circuit. (Previously called judging chair in a circuit.) See section I.
- Jury - A group of 3 to 5 judges

SECTION A - EXHIBITION CHAIR

ES-A1 As its first action, the exhibition must appoint an exhibition chair. The chair is the **only** point of contact with the relevant officers of the PSA. The chair may **not** act as a judge. The chair must be a resident of the country where the exhibition is organized, must be a member of PSA and must actively conduct the exhibition, rather than be a figurehead. The chair must be a member of PSA unless the exhibition has also received FIAP recognition. To seek approval for a replacement chair, contact the ERD (see Section R).

ES-A2 The exhibition chair is responsible for **all aspects** of organizing the exhibition, from applying for recognition to reporting final results. **A chair cannot nominally hold the position but must actively manage the exhibition.** The chair must ensure that the exhibition is conducted as specified in the PSA's Conditions of Entry (COE) and in this Exhibition Standards (ES) document. This includes, but is not limited to, supervising the judging, and ensuring the judges abide by PSA rules. The chair is responsible for ensuring all reporting is accurate and undertaken within the specified time limits: this includes sending score reports to entrants, sending the awards to recipients and all necessary reports to PSA. The chair is responsible for selecting exhibition software whose functionality complies with ES rules and requirements each year, and is required to complete a checklist ensuring their software is functionally compliant. The chair must also ensure that no entrant submits more than 4 images in any one section and that problems arising from duplicate or very similar entrant names are resolved.

ES-A3 The chair must be prompt and courteous when responding to all communications from entrants and PSA officers. The chair must be readily available for such communications from the time of the initial application until at least 12 months after completion of judging.

ES-A4 No person on the current PSA penalty list may serve as chair of an exhibition, be part of the organizing committee, or serve as a judge for any section. The chair is responsible for reviewing the most current version of the penalties list before judging begins, and must use the internal messaging function within ERS to request the most current version of the penalties list.

ES-A5 Chairs cannot submit entries into the exhibitions they are chairing. Chairs of 3D exhibitions are exempt from this restriction and are allowed to receive acceptances and awards.

ES-A6 Exhibition chairs are granted 3 PSA star-path chair credits for each section in the exhibition with a maximum of 6 allowed per star path. See Section I for similar rules for salon managers.

ES-A7 Exhibitions are responsible for restricting content that does not comply with relevant laws of the country in which the exhibition is located.

ES-A8 PSA recognition will be issued to exhibitions only if the chair and sponsoring group are based in the same country stated in the exhibition.

ES-A9 The chair may have a team, salon managers, or a committee to assist in the running of the exhibition. If so, they must be listed in the Exhibition Conditions of Entry (COE). The salon manager, team, or committee must be aware of the PSA policies and Exhibition Standards.

ES-A10 An exhibition chair running a circuit with 2 to 6 salons, may select a salon manager(s). The salon manager(s) cannot judge in this exhibition.

ES-A11 No developer or provider of exhibition software, their employees or their relatives can be associated with hosting, or judging any PSA exhibitions, directly or indirectly, in which their software is being used.

ES-A12 PSA does not tolerate figurehead chairs (Ghost Chairs), individuals who nominally hold the position of exhibition chair but who merely organize exhibitions on behalf of another silent entity. In addition to a lack of transparency, these chairs usually lack competence or experience chairing an exhibition, undermining PSA exhibition standards. No individual shall hold the title of chair if their authority or administrative control is subordinate to another, rendering them a proxy or figurehead. An exhibition organized by a ghost chair constitutes a potential ethical violation for all relevant parties including judges who knowingly participate in these exhibitions.

SECTION B - APPLYING FOR RECOGNITION

ES-B1 PSA grants “recognition” to exhibitions that follow these Exhibition Standards and other requirements. Entrants whose images are “accepted” into a PSA-recognized exhibition may accumulate these acceptances towards PSA recognition. See Stars Ratings /ROPA on the PSA website (<https://psaphotoworldwide.org/page/recognition> for further information).

ES-B2 Exhibitions must complete and submit the application process, including payment, at least 90 days in advance of the proposed closing date. (The closing date is the date beyond which the exhibition accepts no further entries). The 90 days refers to the date of initial submission, not the date of subsequent corrections. Applications for PSA recognition for each calendar year begin on October 1 of the previous year and must be completed by September 1 of the year of the exhibition. No applications for the new calendar year will be approved prior to October 15.

ES-B3 Only the exhibition chair may apply for PSA recognition. Each exhibition must open an exhibition account using the **PSA Exhibition Recognition System (ERS - see above)**. Details for accessing the ERS are on the PSA website in the **Exhibitions** section: <https://psaphotoworldwide.org/page/exhibitions>. Any new exhibition must first seek approval through the ERS for the proposed exhibition name. On opening an account, the exhibition will be given log-in details for that account, which should be kept for future applications.

ES-B4 On submission of an application, an Exhibition Recognition Director (ERD) will be assigned – see Section R for details – who will evaluate the application and request any necessary changes. Failure to accept any changes requested by the ERD could result in the application for recognition not being approved. Once the ERD is satisfied that the application is complete and correct, the ERS will issue a request for payment of the required fees (see Section C). PSA recognition is issued once payment has been made within the specified timeframe. **All communications between the ERD and the exhibition must take place using the provided PSA – ERD software.** See Section R for information regarding ERDs assigned to Exhibitions.

ES-B5 PSA Exhibition Name restrictions:

- The following words are not permitted: **competition, salon, exhibition, PSA, circuit, annual.**
- Ordinals (**1st, 2nd, 3rd**) are not permitted.
- Numbers are only permitted **before** the name as part of a generally accepted photographic term.
- Digits are not permitted **AFTER** the name (Sunset 1 or Sunset 2021 will be rejected).
- Some older exhibitions may retain one or more restricted words for historical reasons.
- The year is automatically added by the system, it must not be added as part of the name.

In addition to the above restrictions, please note the following:

- Exhibition names should be short and unique.
- Exhibition names must not be easily confused with the name of another exhibition.
- Exhibition names based upon an overall theme (e.g., portraits) should not be used unless **all** sections within that exhibition conform to that theme. For instance, an exhibition called portraits could not have any Open or General sections.
- Exhibition names based on a theme must fit with the definition of the associated division.
- Exhibition URLs and exhibition emails that imply the exhibition is run by PSA (such as by incorporating “PSA” into the url or email) are not permitted, with the exception of those exhibitions sponsored by PSA Chapters and the exhibition organized by the PSA itself.
- PSA reserves the right to require name changes as a condition of granting recognition.

ES-B6 On receipt of the application and the COE, the ERD may ask for further information, and has the right to monitor all aspects of the procedures involved.

ES-B7 The point of contact with PSA regarding an exhibition is through the ERD using the ERS. Any emails to PSA volunteers and staff will not be answered. If there is a difficulty that cannot be resolved by the ERD or the PSA Exhibition Services Executive Director (ESED), emails sent to ESconcerns@psa-photo.org may be copied to other officials.

SECTION C - PSA FEES

ES-C1 The main fee for conducting an exhibition is \$170 US, plus an additional \$25 per section, payable by PayPal. (Some countries do not have PayPal capabilities or block the use of PayPal under certain conditions. In these cases, special provisions are made in the requests for payment.) If the exhibition is a circuit, additional \$25 is due for the second and subsequent salons in each section. For each \$25 fee paid the exhibition receives a PSA gold medal.

ES-C2 Exhibitions offering **3D sections only** and those offering **only print** sections, in PPD, ND, PJD, or PTD, are exempt from the \$170 exhibition fee.

ES-C3 Silver and bronze medals, and PSA honor ribbons, as well as a Nature Division wildlife silver medal may also be purchased at a cost of \$25 per medal and \$4 each for honor ribbon.

ES-C4 All PSA medals and ribbons are shipped directly from PSA Headquarters to the exhibition chair.

SECTION D - CHOOSING SECTIONS

ES-D1 There are six divisions of the Photographic Society of America (PSA):

- Pictorial Image Division (PID) digital only
- Nature Division (ND) digital, and/or prints
- Photojournalism Division (PJD) digital, and/or small prints
- Photo Travel Division (PTD) digital and/or prints
- Pictorial Prints Division (PPD) prints only
- 3D Division (3DD) digital, slides, and/or print

ES-D2 PSA members can achieve star ratings according to the number of acceptances they receive in PSA recognized exhibitions. Star ratings are used to achieve PSA distinctions (see Stars/ROPA on the PSA website for more information). Stars are accumulated separately in 8 different “Star Paths”:

- PIDC: Color **only**
- PIDM: Monochrome **only**

- ND: Color or Grayscale Monochrome
- PJD: Color or Monochrome
- PTD: Color or Grayscale Monochrome
- PPD Color: Color **only** (Large and Small Prints)
- PPD Monochrome: Monochrome **only** (Large and Small Prints)
- 3DD

ES-D3 There are no restrictions of content in "Open" sections in PID and PPD. The terms "Nature," "Photojournalism," or "Photo Travel" may not be used for section names in PID or PPD. Furthermore, "Open" may not be used as a section name in Nature, Photojournalism, or Photo Travel. The terms "Nature General," "PJ General," or "PT General" should be used for non-themed sections.

ES-D4 For PID, PPD and 3DD, a theme section can only have one topic. ND can have a second section for Wildlife. PJD can have a second section for Human Interest. PTD can have a second section selected from a published list of approved themes available on the PSA website: <https://psaphotoworldwide.org/page/photo-travel>. Other themes are not allowed. PID, PPD and 3DD exhibitions are free to choose their own themes.

A **Theme Exhibition** has no general section, but has one or more sections meeting the theme. Before granting recognition, the ERD must confirm the theme with that division ESD. All applicable definitions must be included in the COE.

ES-D5 Nature, Photojournalism and Photo Travel are termed "reality" divisions, and their definitions, found in the COE and on the PSA Exhibitions web pages (<https://psaphotoworldwide.org/page/division-definitions>), control the eligibility of images in each division.

ES-D6 Entries in reality theme sections must meet the division definition as well as the theme definition.

SECTION E - Judges

ES-E1 As part of the application process, exhibitions are required to provide full details of judges, including PSA/FIAP honors and distinctions, and email addresses. Exhibitions will be asked to confirm that these judges have agreed to these details being entered into ERS.

ES-E2 Each jury must have at least one PSA member with a PPSA distinction or higher. A judge is limited to 15 separate exhibitions per year.

ES-E3 Judges chosen for any division must have appropriate experience and qualifications in these fields, and the ERD may ask for evidence of this.

ES-E4 If any of the approved judges need to be changed after the exhibition has been approved, the chair must use the ERS system to request that change.

ES-E5 The ERD may refuse to grant recognition to an exhibition that, in the ERD's opinion, does not have suitably qualified or experienced judges. (The exhibition chair may forward their concern to the Executive Director of Exhibition Services for further review.)

ES-E6 One of the judges on each jury must reside in the host country of the Exhibition.

SECTION F - CONDITIONS OF ENTRY AND ENTRY PROCESSES

ES-F1 Each exhibition must prepare and display on its website a COE document as detailed in the Conditions of Entry instructions.

ES-F2 Exhibitions must not require anyone to log on with personal details to view the COE. Log-in details must not ask entrants for details of gender, race, religion or age (except those offering special arrangements

for youth entrants) or other personal details other than name, email address, country, or unique identifier provided by PSA to the entrant.

ES-F3 The COE must include a full version in English which must be easy to find. Additional versions in other languages are optional but must contain exactly the same information as the English version. Full details of what must go into the COE can be found on the Exhibitions page of the PSA website: <https://psa-photo.org/page/exhibitions-hosting>.

ES-F6 Images that exceed the maximum horizontal or maximum vertical dimension specified in their approved COE must be rejected. Oversized or undersized images must not be resized either by the exhibition, the exhibition's software, or their equipment.

ES-F7 Any differences between the version of the COE approved by the ERD and the version posted on the exhibition's website need to be corrected by the chair and approved by the ERD.

ES-F8 All exhibition entry processes must include a feature which prevents the entrant from submitting their entry unless they have affirmed that they have read and understood that exhibition's and PSA's Conditions of Entry, and agree to accept all such terms and conditions. The feature must require the entrant to select **Yes** and must not default to **Yes** if the entrant does not make a selection.

ES-F9 The entry process for all PSA recognized exhibitions must use the uniform PSA Standardized Country List, normally as a dropdown. It is the responsibility of the exhibition chair to ensure that all countries entered are in accordance with the uniform list even when the website technology does not provide for dropdowns.

ES-F10 All exhibitions must provide a status list of entries on their website, and in the case of prints, whether the prints have been received. This status list must be publicly visible, updated at least once a week before the closing date, and completely updated within 3 days after the closing date and remain publicly accessible for one year. This status list should contain name of entrant, number of images in each section, whether payment has been made, and entrant's country.

ES-F11 Entrance fees must be the same for all entrants; no geographic, or national variation may apply. Discounts for groups are not allowed. Where printed catalogs are produced, or prints are to be returned, exhibitions may charge different fees for postage. These different fees must be clearly listed in the COE.

SECTION G - PRINT EXHIBITIONS

ES-G1 There are two categories of print sizes:

- **Large** - Maximum size of print: 16 x 20 inches or A2, and must be more than A4. Mounts, if allowed, must not exceed 16x20
- **Small** - Maximum size of print: 8.5 x 12 inches or A4. Mounts, if allowed, must not exceed 8.5x12

ES-G2 Exhibitions may offer **Pictorial Prints Division** sections:

- Small Color (SCP)
- Large Color (LCP)
- Small Monochrome (SMP)
- Large Monochrome (LMP)

ES-G3 Pictorial print sections may be designated Open or designated as a theme section if the subject matter is restricted.

- Pictorial Print Division sections may not allow both color prints and monochrome prints to be entered in the same section.
- Pictorial Print Division sections may not allow both large prints and small prints to be entered in the same section.

ES-G4 Exhibitions may offer Nature or Photo Travel print sections. These sections must be either large prints or small prints - not a mixture of both.

ES G5 Exhibitions may also offer Photojournalism print sections but only as small prints.

ES-G6 Prints may be home or commercially processed.

ES-G7 Prints may be unmounted or mounted at the discretion of the exhibition. The COE must state what mounting procedures apply. Any mounts must not exceed specified large and small print sizes.

ES-G8 If an exhibition has agreed to return prints, these must be shipped in the original containers and wrappings whenever possible. Entrant's special mailing instructions must be followed if sufficient postage has been provided.

ES-G9 PPD & ND, PTD, PJ print exhibitions or circuits have the option to offer entrants printing of their files by a screened local commercial printer. This makes entry similar to entering a digital section. However, judging is still done by viewing the prints produced by a local printer.

Details:

- No Print exhibition is required to offer third-party printing; it is optional.
- No exhibitor is required to participate in third-party printing; it is optional
- The exhibitor has an option to submit their own prints and mail to the exhibition.
- A commercial printer will have no connection to the exhibition, the sponsoring organization or to any officer or volunteer associated or related to the exhibition.
- The Exhibition is not allowed to receive any commission, kick-back or other remuneration for setting up this business relationship.
- The Exhibition (Not PSA) will screen a local commercial printer and negotiate the price per print and paper to be used. The exhibition is also responsible to arrange pickup and delivery of prints to exhibition.
- The printer will supply the specific ICC codes, type of paper they will be using as well as any other technical information needed.
- At no time shall the printer change, enhance or offer any services to alter the appearance of the image as submitted in the digital file. It must be printed as sent.
- All contact information for the commercial printer must be in the Condition of Entry/Rules.
- The commercial printer will supply an itemized statement of cost and send to the entrant.
- The entrant must make the payment directly to the printer. At no time will the exhibition be involved with payments for entrants to the printer.
- The commercial printer will notify entrant of method to transfer digital images. (We Transfer, email, or other method).
- High resolution files of entrant's images should be sent directly to the commercial printer and not the exhibition or any other party.
- Exhibition must require from the entrant a digital file for identification of their prints, no greater than 1920x1080 pixels, for use in the online/printed catalog or future exhibition advertising.
- The exhibition shall appoint an individual knowledgeable about printing to be a liaison between the exhibitor and commercial printer should any difficulties or issues arise. That appointed person's contact information must be available in the exhibition rules.
- Rules for all print exhibitions must be in the condition of entry/rules on the website.

- The exhibition must place an acknowledgement box with the following text on the website: “I acknowledge that all rules have been read and followed with regard to having my prints processed locally; I am responsible for contacting the printer, sending the digital file to the printer and paying the printer directly with the full understanding that I will not see the print prior to entry.”

Acknowledgement is mandatory.

ES-G10 See Section M - ES-M6 for requirements for Print Exhibitions

SECTION H - 3DD

ES-H1 A 3D exhibition qualifying for PSA recognition may sponsor any number of sections of each type of format. Additional restricted (themed) sections can be included along with the general sections. An exhibition may sponsor digital, print, and/or slide sections or any combination; projected (slide and digital), prints (Holmes style and anaglyphs), etc.

ES-H2 The entry form must specify the types of slide formats that will be accepted, such as Realist mount, View-master (a reel is considered one entry), 2x2 pairs, medium format, etc. Photographs on transparency material may be entered in a slide or combination projected section.

ES-H3 The entry form must specify the types of digital format that will be accepted and the process of submitting the digital images (email, CD/DVD, etc.), along with any other specific requirement digital entries may be judged either by a digital projector or on monitor(s) at a single location, and Conditions of Entry must specify which display method will be used for judging. Disks need not be returned if so stated on the COE.

ES-H4 The entry form must specify the types of print format that will be accepted, such as, lenticular, anaglyphs, over and under pairs, Holmes style cards, etc. Stereo prints are restricted to reflective (opaque) material.

ES-H5 Whether entries are acquired, modified and/or presented traditionally or digitally, any particular pair of images must keep the same title, regardless of format. The Conditions of Entry must state whether or not the exhibition will accept a previously accepted image presented in a different format.

ES-H6 Stereo exhibition sections restricted to one category of subject matter, such as action or human interest, etc. or to a particular process such as Phantograms, may apply for and receive restricted recognition. PSA-recognized exhibitions that are not sponsoring restricted sections may buy a PSA silver medal to award for a restricted subject within a general section.

ES-H7 Consistent with the statement on Artificial Intelligence, each image in a pair of 3D images submitted to a PSA approved 3D Exhibition should be created with light capture. Depth in a pair of images must be created photographically. Computer generated depth (i.e., 2D to 3D Conversion) or depth obtained by means other than photographically (e.g., Lidar scanning, etc.) are not allowed.

SECTION I - CIRCUITS

ES-I1 A circuit is an exhibition with between two and six separate salons, with one entry process, in which the same images are judged in each salon. Each salon of a circuit must be referred to as Salon 1, Salon 2, etc. There must be a common calendar and specifically a single closing date (the date by which all entries must be received). A circuit will be given a single PSA recognition number. An image may receive an acceptance in each salon and each acceptance can be used for star ratings in the appropriate path.

ES-I2 Salons may be judged sequentially, simultaneously, or a combination of both. In a sequential circuit each salon is judged on a separate day, with images being forwarded from one salon to the next, either physically or electronically.

ES-I3 Salons may be held in separate locations or in the same location, by different juries who must not be aware of proceedings in the other salons. If they are held on separate dates, they must be within 21 days of each other, except with written approval of the ERD.

ES-I4 A judge may only judge one salon in a circuit, that is they cannot judge the same section or any other section in another salon of that circuit.

ES I5 Judges may receive acceptances and awards in salons or sections other than the one which they are judging. The judging software must ensure that a judge's entries are not displayed to that judge during the judging.

ES-I6 Except for 3D exhibitions, several salons in a circuit may occur on the same day in the same location if the following procedures are followed:

- Each salon must have independent scoring and record keeping.
- The scores of each jury in a section must not be observed by another jury or announced until after all sections have been completely judged by all juries in the circuit.
- Each jury must select their awards separately and in complete secrecy from the other juries. The scores of any jury must not be visible, or available, to any other jury.
- Salons for a simultaneous circuit should be limited to not more than 3 juries judging together at one time. If an image is disqualified in any one salon, the image must be reviewed by the other juries in that section. All juries in that section must agree on the disqualification.

ES-I7 The last judging date in the circuit triggers the deadlines by which score reports must be provided to entrants, catalogs published, acceptances transferred to PSA and other tasks.

ES-I8 Each salon may be overseen and organized by a salon manager acting on behalf of the exhibition chair. The exhibition chair is responsible for ensuring that each salon manager operates in compliance with these PSA exhibition standards and all other policies and practices currently in place for exhibitions, and within the scope of the PSA Certificate of Recognition. Salon managers are optional for circuits.

ES-I9 A salon manager may not enter any salon in the exhibition or act as a judge. In lieu of this, salon managers will be awarded three acceptance credits for each PSA approved section in the exhibition, up to a maximum of six credits for each star path. These acceptance credits can be used in the same way as acceptance credits for judging.

SECTION J - E MAIL ANNOUNCEMENTS

ES-J1 Exhibition chairs may use email announcements to promote PSA recognized exhibitions. However:

- Exhibitions must not issue more than 6 email announcements per recognized exhibition.
- Emails advertising exhibitions must not be sent to PSA officials using their official PSA email address.
- A functional "Unsubscribe" function in English must be included in every email announcement. Requesting the entrant to send an email with the word "Unsubscribe" does not satisfy this requirement. All unsubscribe requests must be acted upon with immediacy and no further emails should be sent to that email address.
- Email announcements must not reveal the addresses of the recipients. Blind Carbon Copy (bcc) should be used for the address list.

SECTION K - JUDGING

See Section E for Judge Requirements

ES-K1 Any person who has had access to the images prior to the time of judging, including the exhibition

chair and the developer or provider of the exhibition's software, may **not** serve as a judge for the exhibition.

ES-K2 The entries must be judged by a minimum of three (3) and a maximum of five (5) judges. The same number of judges must be used throughout the exhibition. While it is acceptable for one judge to be a novice at international judging, they should be fully conversant with the definition and rules for the sections they are judging (see Section E).

ES-K 3 Only the judges may select the awards designated for that section. In selecting awards the judges must meet either in person or via video link. The exhibition chair (or salon manager if designated in a circuit exhibition) must be in attendance and in control at all such awards meetings. An exception to judges selecting awards is allowed for the exhibition chair or salon manager to select one Chair's Choice award in each section. During this process, entrant details such as name, country or any other form of identification may not be visible to the judges until the results are published.

ES-K4 The ERD may choose to be present or to appoint an observer to attend the judging and the selection of awards. The appointed observer may not take an active part in the judging.

ES-K5 All judging should be done in accordance with applicable current PSA judging instructions, available on the PSA website
(https://cdn.ymaws.com/psaphotoworldwide.org/resource/resmgr/pdf/exhibitions_judging-practices.pdf)

ES-K6 The judges **must** be given instructions just prior to the commencement of judging regarding any pertinent requirement or restriction, including information on medals and other awards.

- Instruction must include judges being given the definition for the section being judged and an explanation of the method of judging to be used. Particular care must be taken that images presented in any theme within a particular star path conform to that star path's definition.
- Nature, Photojournalism, Photo Travel, and Pictorial Image Divisions have produced guidelines for judging sections within these divisions, to be found under each Division on the PSA website. Exhibition chairs must make sure that judges have read and understood these guidelines before the day on which judging starts. In addition, the exhibition or salon manager(s) must make sure that judges are following the guidelines, and if necessary, intervene to require re-scoring if the guidelines are not being followed.

ES-K7 Exhibition judges may not:

- Judge any section in which they have an entry. (Judges are allowed to enter other salons in a circuit other than the one they are judging.)
- View the images submitted in the section they are judging ahead of the actual judging. Browsing through the images just prior to scoring is considered part of the judging.

ES-K8 Judging of digital imaging sections may be by digital/video projection, high-definition television, multiple monitors at a single location, or judges viewing the images on their own monitors via the Internet. Images must be visible at their exact resolution, neither compressed nor enlarged. The use of smart phones or other small devices for viewing images are not allowed. Proper viewing distance should be 2 ½ to 3 times the distance of the longest dimension of the images as they appear on the screen. Judges are requested to calibrate their monitors if the judging is by remote link.

ES-K9 Prints

- A proper viewing distance for prints should be about 2 ½ to 3 times the longest dimension of the print category. (For small prints, it is about 3 feet/1 meter, and for large prints, it is about 5 feet/1.5 meters.)
- Prints must be judged by all judges at eye level and at the same time in front of a viewing box or stand with uniform lighting.
- The viewing light shall be 5000 to 5500 K.
- Illumination level at the print plane should be between 9 to 10 EV.

ES-K10 Exhibition chairs and judges may choose to disqualify (DQ) an image, under the rules pertaining to that section at any time before judging, during judging or after judging. The exhibition chair must instruct the judges that the lowest score is for DQ if a DQ button is not available in the software. Any image designated as a DQ must be reviewed by all the judges of that exhibition section for agreement before the awards are chosen.

The entrants should, if possible, be given the opportunity to justify their submission.

- If an image is disqualified, the exhibition chair must explain the reasons for the decision to the entrant. This can be included in the score report.
- If an image is disqualified, any acceptance and award for that image must be voided.
- If an exhibition believes that an entrant is guilty of cheating or plagiarism, the exhibition **must** report this, giving full details of the alleged offense, to the PSA Ethics Investigation Team Secretary at eit-secretary@psa-photo.org
- If there is evidence or strong suspicion of a violation of a division definition or the PSA's Statement of Matter refer to: <https://psaphotoworldwide.org/page/division-definitions>
- The judges or the chair can request that the entrant submit an original, unaltered image. If the entrant does not comply, the acceptance or award should be withheld.
- Non-compliant images can be removed later by request of the ESD of that division.

ES-K11 In any single section, the acceptance rate must not exceed 30% with the exception of 3D sections where the acceptance rate must not exceed 45%. If the proposed acceptance rate is above 30% (or 45% for 3D), the judges must re-score as many images as is necessary to bring the acceptance rate down.

ES-K12 Close relatives, or household members of any judge must not receive any awards in the section(s) judged by that judge. They are, however, allowed to receive acceptances. Judges are required to inform the exhibition in advance of any close relatives/household members taking part in the exhibition.

ES-K13 Software developers or providers cannot judge any exhibition in which their software is being used.

ES-K14 All information, including image file names, provided to the judges for remote judging must retain complete anonymity of the entrants and not provide the judges with any means of determining any entrant's personal details, such as name, email address, or country. At no stage may a judge be able to see all the images presented by any one entrant.

ES-K15 The chair (or salon manager if used in a circuit) must appear on screen during the online award judging sessions.

ES-K16 The chair (or salon manager if used in a circuit) must conduct the award session for online judging.

ES-K17 The chair may be asked to produce screenshot images of the online judging sessions.

ES-K18 When the judging is offline the chair (or salon manager in a circuit) must conduct the award session and must be present during the selection of the awards.

ES-K19 Although exhibition judges are expected to provide their services free of charge, exhibition organizers may, at their sole discretion, reimburse the judges' travel expenses and/or extend them free entry in other sections that they are not judging.

SECTION L - MEDALS AND AWARDS

ES-L1 Each section of each exhibition within the circuit must have its own separate medals and other awards awarded by its own set of judges.

ES-L2 As part of the section fee, each exhibition will receive a PSA gold medal. This medal will normally be given as the top award in each section in each salon unless the ERD approves another as having primary importance to the exhibition. In this case, the PSA gold medal may be awarded to some other **top** place (never a second place); the criteria for the award must be outlined in the COE and any catalog.

ES-L3 PSA silver and bronze medals, PSA honor ribbons, and a PSA Nature Division Wildlife silver medal, are available for purchase (see Section C for cost). The Nature Division silver medal must not be awarded as "Best of Show" in sections restricted to Wildlife.

ES-L4 No image may receive more than one individual award in a section, but in circuits an image may receive an award in different salon sections. Only one award can be given to an entrant in any one section.

ES-L5 The name and year of the exhibition, the section, the author, and the title of the image must appear on the backs of all PSA medals/awards. The exhibition name may be condensed so long as it clearly identifies the exhibition.

ES-L6 For sections with more than 230 images, no more than 10% of the acceptances can receive medals/awards.

ES-L7 If an award is lost in shipment, exhibitions are required to ship a replacement when notified that it has not been received within 120 days after the end of judging. Exhibitions are advised to ask the entrant to confirm the correct address. If a second mailing fails, then exhibitions are not under any further obligation to send replacement awards. Replacement PSA medals may be ordered at replacement costs by contacting the appropriate ERD. Medals can only be shipped to the designated exhibition chair.

SECTION M - EXHIBITION CALENDAR

ES-M1 Judging must begin within 14 days of closing date and must be completed within 28 days of closing date.

ES-M2 Notification of results must be made available to each entrant no later than 7 days after the judging has ended. (See Section N)

ES-M3 On-line galleries are to be available within 21 days of the end of judging, and the chair must send the link to the ESD of every division involved. (see Section P)

ES-M4 All awards must be sent within 60 days of the end of the judging.

ES-M5 Digital catalogs must be sent or made available within 60 days of the end of the judging. Printed catalogs must be mailed within 77 days (see Section Q)

ES-M6 Print exhibitions are recommended to have at least one public showing of awarded and selected accepted images. Prints do not have to be matted, framed, or hung for the showing.

Displaying the prints at a public venue such as camera clubs will suffice. Minimally, prints that receive an award, honorable mention, or a certificate of merit should be displayed. Digital projection of the print images is unacceptable.

ES-M7 Any date changes, including closing dates and judging dates, must be approved by the relevant ERD and only in exceptional circumstances. Requests for changes and approvals must be made in advance within the ERS messaging function. Other emails will go unanswered. Extensions cannot be approved outside the ERS.

SECTION N - NOTIFICATION OF RESULTS

ES-N1 Each entrant must receive a personal notification of results which must include:

- the name and year of the exhibition
- the assigned PSA recognition number
- the entrant's name

and for each section:

- all entry titles in the same order as submitted
- an indication that the image was accepted or rejected
- the name of any award received by the image
- the reason if an image is disqualified.

ES-N2 Where an exhibition reports a numerical score, the notification must also state:

- the minimum and maximum scores possible
- the acceptance score
- the total score for each image
- numerical scores may not be divulged to anyone except the entrant, including when posted on the exhibition's web-page

ES-N3 Plus or minus marks with numerical scores are not allowed.

ES-N4 Where an entry has been re-judged, for instance, as a result of a tie breaking process, and the score is changed, the new score replaces the original score.

ES-N5 After any necessary tie breaking adjustment of scores, and the final determination of results, no score may be lowered, except when, on close examination by the judges, an image is found to be out of compliance. In that case, it should be allocated the minimum score or disqualified.

ES-N6 Notification of an entrant's results may be by regular mail, or an email containing results, or an email directing the entrant to the results on the exhibition web page, or a link to where the entrant may download the score report. Results must be in an accessible and readable form, either by email content, Word document, pdf file, or in html format.

ES-N7 Results on the exhibition web page must only show that entrant's name and result. Scores, addresses and email addresses of all entrants must not be revealed.

ES-N8 Posting of acceptances on an exhibition's website does not meet the requirement that each entrant must be notified of their results. The entrant must receive an individual score report, in addition to any notification on a website.

ES-N9 In the event that the result notification contains errors such as misspelled titles, an entrant has 20 days after the end of judging to notify the exhibition.

SECTION O - REPORTING RESULTS TO PSA

ES-O1 Exhibitions must report results to PSA within 30 days of the close of judging by submitting a completed EDAS file. The EDAS file must be emailed to EDAS@psa-services.org unless otherwise specified in the EDAS Reporting Instructions, available on the PSA website:

<https://psaphotoworldwide.org/page/exhibitions-hosting>.

ES-O2: As of 2024, all titles entered in the exhibition must be included in the EDAS file, whether they were rejected, accepted or awarded. Chairs must refer to the EDAS Reporting Instructions for details related to all reporting requirements to ensure the EDAS is compliant. When entering titles or their personal names, exhibitors may use Latin1 or Latin2 character sets (ISO-8859-1 or ISO-8859-2) which allow diacritical marks (é, ñ, ü, à, ç, ś, etc). While text written in non-Latin writing systems (Hanzi, Cyrillic, Arabic, Devanagari, etc) might be accepted by exhibition software, this practice is discouraged because it may yield unpredictable results in galleries, catalogs and in Star applications.

SECTION P - ONLINE GALLERY

ES-P1 All digital sections must provide a website gallery of all accepted and awarded images, separated by salon if a circuit, and then by sections. The galleries must remain on the exhibition's website for at least 1 year. Refer to Section M – Exhibition Calendar for dates and deadlines. It is strongly recommended that pictorial print exhibitions ask for digital copies of all entries and produce a similar digital website gallery.

- Each section must have its own gallery broken into two parts, one part showing award-winning images only and the other part showing all acceptances in that section.
- Each image must be identified with the image title, the image maker, and when applicable, the award won by the image.
- Images should be significantly lower resolution than the original.

ES-P2 The ERD may contact an exhibition with non-compliant images. Non-compliant gallery images are referred to the divisions' Exhibition Standards Director (ESD), who can authorize removal, and unresolved exhibition problems to Exhibition Services.

ES-P3 The exhibition chair must send the link to the ESD when the gallery is available.

SECTION Q - CATALOGS

ES-Q1 The exhibition must produce only one official exhibition catalog, and it must contain the relevant details for all of the sections and salons of the exhibition. There may be other ancillary catalogs.

ES-Q2 Full details of what must go into the catalog are in the *PSA Catalog Instructions*, available on the PSA website (https://cdn.ymaws.com/psaphotoworldwide.org/resource/resmgr/pdf/exhibitions_psa-catalog-requirement-check.pdf).

ES-Q3 One copy of the catalog must be sent to each entrant or made available for each entrant to download from the exhibition website. The exhibition must notify entrants when the download versions of their catalog are available on their website.

ES-Q4 The exhibition chair must send the link to the ERD when the catalog becomes available.

SECTION R - EXHIBITION RECOGNITION DIRECTORS (ERDs)

ES-R1 ERDs are PSA volunteers who oversee exhibition applications and operations to ensure compliance with these Exhibition Standards, all PSA exhibition policies, and other documents found under Exhibitions on the PSA website. They grant PSA recognition once applications are in compliance.

ES-R2 ERDs also review exhibition websites to ensure continuing compliance with PSA exhibition policies and may observe exhibition judging to ensure compliance with PSA judging standards, and report any problems.

ES-R3 in the event of non-compliance, the ERD will report the issue, to the Exhibition Services Executive Director for resolution. A penalty may apply to the exhibition itself or to any exhibition chaired by that exhibition chair.

ES-R4 ERD's are selected internationally based on experience with exhibitions, knowledge of division requirements and ability to communicate in English.

ES-R5 An ERD is assigned within the system, and once assigned, the same ERD may continue to work with that exhibition in future years, unless either party requests reassignment.

ES-R6 An ERD or anyone else in an Exhibition Services position and their relatives are limited to hosting three PSA recognized exhibitions in 2025.