

CATALOGUE SUBMISSION GUIDE

This step-by-step guide will help to ensure the trouble-free submission of your productions. Follow these instructions to effectively present your work in the Avant Première 2026 Catalogue. For further questions, please contact: catalogue@avantpremiere.at.

START

Visit <https://www.imz.at/submit> to open the submission form.

SUBMISSION FORM

Start the submission by typing in your company name and your email address. Important: A separate submission form must be filled out for **each production**.
(see section: *STARTING A NEW SUBMISSION [p3]*)

DISCLAIMER PAGE

Please ensure that you check the required boxes on the 'Disclaimer' page to confirm your IMZ Membership Status and that you have signed and returned the 'Submission Agreement' to the IMZ.

WRITING THE SYNOPSIS

The short summary* should highlight the most important details of the production, and will be used in the printed catalogue. Please include a brief description of the musical genre, key artists, main pieces performed, and any unique elements that make the performance stand out. Character limit: 350.

The long summary will be featured in the online catalogue. Feel free to expand with additional details, such as other musicians, contributors, or relevant context. Character limit: 2000.

UPLOADING IMAGES

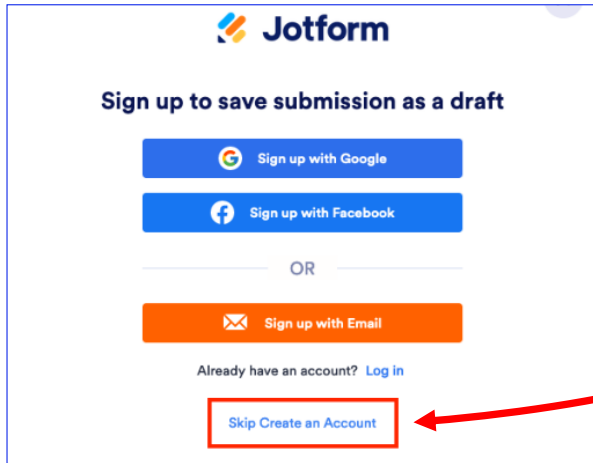
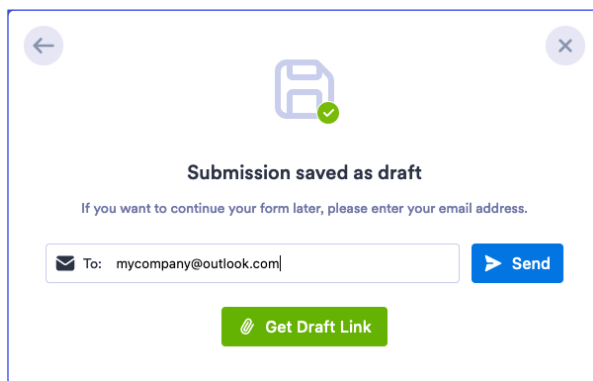
It is mandatory to upload at least one image. The first uploaded image will be used in the printed catalogue. We recommend 3-5 images to enhance your production's visual presence in the online catalogue. Follow these formatting guidelines for optimal display:

- **Format:** Landscape (preferred)
- **Width:** Minimum 1 000 px
- **Resolution:** Minimum 300 dpi
- **Supported Formats:** jpg, jpeg, png
- **Size:** Maximum 8MB

SAVING YOUR PROGRESS

To save your progress, click the 'Save' button at the bottom of each page.

⚠ It is not recommended to create a Jotform account to save your submission. Instead, select '**Skip Create an Account**'.

A screenshot of the Jotform sign-up interface. At the top is the Jotform logo. Below it is the heading "Sign up to save submission as a draft". There are three buttons: "Sign up with Google" (blue), "Sign up with Facebook" (blue), and "Sign up with Email" (orange). Below these is a link "Log in" for users who already have an account. At the bottom, the "Skip Create an Account" link is highlighted with a red box, and a red arrow points to it from the right.A screenshot of the "Submission saved as draft" confirmation screen. It features a floppy disk icon with a green checkmark. The text says "Submission saved as draft" and "If you want to continue your form later, please enter your email address." Below this is an email input field with "To: mycompany@outlook.com" and a "Send" button. At the bottom is a green "Get Draft Link" button.

You will be given two options: **copy** a draft link or receive the link via **email** to continue editing your submission later.

Note: If you choose to copy the draft link, we recommend saving it for future reference.

EDITING YOUR DRAFT

If you want to continue editing your previously started submission, open the draft link (see above) and please wait a few seconds for the content to load. Once your changes are made, click 'Save' again.

SUBMISSION COMPLETION

After completing all sections and carefully reviewing the information, proceed to the final page to submit. On this page, you may include any additional information or comments.

Once submitted, you will be able to:

- Download your submission as a PDF File
- Start a new submission
- Edit your submission (see below)

You will also receive a confirmation email along with a PDF summary of your submission. The email includes a link to start a new submission and an **edit link** (see below).

EDITING AFTER SUBMITTING

You can make changes to your completed submission only until 31 October by clicking the **'Edit Submission'** link provided in the confirmation email. Please wait a few seconds for the content to load, make your changes, and submit again.

STARTING A NEW SUBMISSION

After completing a submission, you can start a new one by clicking the 'Submit New Production' link in the confirmation email. Then, follow the same steps as before.

You can also start **one or more submission simultaneously** by opening <https://www.imz.at/submit> in a new window.

Important: you can only start multiple submissions at once if you are not logged into Jotform. For this reason, we recommend *not* creating a Jotform account.

LIST OF YOUR SUBMISSIONS

Currently, there is no built-in option to view a list of all your submissions. We recommend keeping a personal record of each production, including their respective draft link and/or edit links provided in the confirmation email. This will allow you to quickly access and edit any submission as needed.

DEADLINE

The deadline for the submissions is the **31 October 2025, 23:59 CET**.

THANK YOU!

We appreciate your submission and look forward to showcasing your showreel at Avant Première 2026! If you have any additional questions, feel free to reach out to us at:

✉ catalogue@avantpremiere.at