**AIB PORTRAIT PRIZE 2024 - FREQUENTLY ASKED QUESTIONS**

**ENTRY REQUIREMENTS**

**How many entries can I submit?**

Entry is limited to one portrait per artist.

**Can I submit a portrait I did a few years ago?**

The submitted portrait must have been started after 21 June 2021 and completed by 21 June 2024.

**Can I resubmit a portrait I entered last year?**

Yes, as long as it was completed between the above dates and was not shortlisted in previous years for the Zurich Portrait Prize competitions at the National Gallery of Ireland (the **Gallery**).

**If my portrait has won another award can I enter it?**

Yes.

**Are there any size restrictions?**

The portrait must be of a size and medium that does not inhibit its display in the Gallery. The Gallery has the right to exclude artworks that cannot be reasonably displayed due to their medium or size. Unframed dimensions must be provided in the entry form. If your artwork is to be displayed framed, those framed dimensions must also be given in the entry form.

**What does ‘display-ready’ mean?**

Your portrait must be finished and ready for display, without amendment, in the Gallery. If a shortlisted artwork requires a frame, any fitting must be completed before delivery to the Gallery. All 2D artworks will be hung from wires. All 2D artworks need to be able to accommodate a hanging fixing of 15mm wide. Any equipment that is specific and/or integral to the display of the artwork will need to be provided by the artist. This includes television screens, specific plinths, or display cases.

**Can I enter a self-portrait or a group portrait?**

Yes.

**Can I enter a portrait of my pet?**

No. Portraits of animals will not be accepted.

**Can I enter a portrait of a fictional/ imaginary figure?**

No. Portraits of fictional/ imaginary figures will not be accepted.

**Can I enter a diptych/triptych?**

Yes.

**What media can I use?**

Works in any media (including photography, video, sound, print, textiles, ceramics, sculpture etc) are acceptable. The Gallery has the right to exclude artworks if the materials, substances, or media used are deemed to be unacceptable, that is, hazardous.

**Is it necessary to have the consent of the sitter?**

Yes. The artist must have the consent of the sitter(s) (or, where relevant, the sitter’s parent, guardian or estate) to submit the portrait. This consent must be marked on the application form. If permission has not been granted, this will lead to disqualification. **If shortlisted for the AIB Portrait Prize, you will be asked to provide proof of consent from the sitter in your portrait.**

**Is it possible to enter a commissioned portrait?**

Yes, once the portrait was started before 21 June 2021 and completed by 21 June 2024, and was not shortlisted in previous years for the Zurich Portrait Prize competitions at the Gallery.

**I have collaborated with the Gallery on past projects and/or am engaged from time to time by the Gallery as a volunteer, freelance tour guide, workshop facilitator or otherwise on an ad hoc basis. Am I eligible to enter the competition?**

Yes, you may enter so long as you are not currently undertaking work for, or in collaboration with, the Gallery and you are not scheduled to on or before 21 June 2024.

**ENTRY PROCESS**

**Where do I find the entry form?**

On the Gallery’s website: **2024 link here**

**What will you do with my personal information?**

All personal data provided by you will be held securely by the Gallery. Please see the Rules and Guidelines for further information on how we will use and process your personal data.

**Can I send in my application by post?**

No.

Please save the Entry Form as a Word Document. PDFs are also accepted.

All submissions must be made via email: portraitprize@ngi.ie

**How many digital photographs can I submit with my entry form?**

You are restricted to submitting one JPEG of your portrait if it is a flat/2D piece (e.g. painting; photograph), and three digital images if it is a 3D piece (e.g. sculpture).

**What are the requirements for the images that I submit?**

The image that you submit must be saved as a JPEG format. The file size must be **300DPI** and must be no larger than 3MB**. Any file size larger than 3MB is not admissible to the Prize.**

**How do I submit a video portrait?**

For video portraits, please share your video on WeTransfer to the **portraitprize@ngi.ie** email address and use your own name as the title of the file you are sharing.

**How do I submit an audio/sound portrait?**

Please submit an MP3 or WAV file on WeTransfer to the **portraitprize@ngi.ie** email address and use your own name as the title of the file you are sharing.

**COMPETITION TIMINGS**

**What is the closing date?**

The closing date for submissions is **10PM (GMT) Friday 21 June 2024.**

**No entries submitted after this date and time will be considered.**

**When does the judging happen?**

The panel of judges will make their initial selection in late July 2024.

**How does the judging process work?**

A panel of judges will view all the digital images/files of portraits successfully entered. From these entries, the judges will draw up a longlist for a second round of adjudication. From that longlist, they will select the final shortlist to go on display at the Gallery on 9 November 2024. They will then choose the winning portrait and two highly commended portraits, having examined the artworks in situ in the Gallery.

**When will I hear if my portrait has been shortlisted for the exhibition?**

You will be notified by email in early August 2024.

**Will I be informed if I have not been shortlisted?**

Yes. You will be informed by email in early August 2024. The decisions of the judging panel are final and binding and no correspondence will be entered into in relation to such decisions. Feedback will not be available whether an artist is shortlisted or not.

**If my work has been shortlisted when will I need to deliver it to the Gallery?**

All shortlisted portraits must be delivered to the Gallery by appointment between Tuesday 13 and Wednesday 14 August. **All dates are subject to change.**

**When does the exhibition open?**

The exhibition of shortlisted portraits will open to the public at the National Gallery of Ireland on Saturday 9 November 2024. The Prize-giving Ceremony will take place on Wednesday 27 November 2024. **All dates are subject to change.**

**When does the exhibition close?**

The exhibition of shortlisted portraits will close at the Gallery on Sunday 9 March 2025. Following the exhibition at the Gallery,the artworks may travel to a partner venue, where they will be displayed at dates yet to be confirmed. Shortlisted works must be available for the entire duration of the exhibition at the National Gallery of Ireland and that partner venue. Shortlisted works cannot be collected or reclaimed prior to the closure of all exhibitions.

**SHORLISTED ARTISTS**

**If my portrait is shortlisted, what information do I need to provide?**

If your work is shortlisted (early August 2024), we will then contact you and request the following:

1. Your artist statement

2. Confirmation of contact details

3. Details of your town /locale and county where you currently live or work (for regional media) – with permission for us to share this information with the media

4. Biography

5. High-resolution image(s) of your artwork - 300dpi file size 3 and 5 MB (if not already provided)

7. Confirmation of your artwork’s title and credit line information

8. Confirmation of your artwork’s unframed and framed dimensions (if framed)

9. Confirmation of display requirements (e.g. media, sculpture) and how you would like your work to be displayed

10. Confirmation of permission for the media to contact you for interview purposes

11. Your social media handles (where relevant)

12. Permission to allow members of the public to photograph your artwork in the Gallery and any prospective partner exhibition venue for non-commercial use. Tripods, monopods and flashlights will be prohibited at all times. Shortlisted artists will retain the right to refuse permission to this request.

13. Permission for a non-exclusive, sub-licensable, royalty-free, irrevocable licence for the Sponsor to reproduce images of your artwork for their own publicity and digital purposes in connection with the Prize. Shortlisted artists will retain the right to refuse permission to this request.