

Guidance note four: Submitting material

Once production is complete you will need to arrange for the media assets produced by your project (video, audio, images, documents etc) to be made accessible at The Space Intake Centre. This is located in the main Space office:

Room 7083,
BBC Television Centre
Wood Lane
London
W12 7RJ

When do I need to provide my media files?

The Intake Centre will need to have access to your media files **at least one week before scheduled publication** unless explicitly agreed in writing, in advance, with a member of The Space team.

This is because we need to import your media files, transcode, upload, test and make them available for review for a minimum of 24 hours prior to scheduled publication.

This is so the team has time to work with you and any of your delivery partners to resolve any technical problems that are identified during the review process.

Failure to hit this deadline may put publication of your work at risk

You should provide your media files to the Intake Centre as soon as they are ready. If you have completed one discrete piece of your project (eg you have completed one video out of the three planned), you should not wait until all of your work is completed before delivering to the Intake Centre.

How do I get my media files to you?

You can do this in a number of ways:

- hand-delivering storage media (eg portable hard-drives/memory sticks/memory cards) containing the media files

- posting/courier delivery of storage media containing the media files
- emailing smaller files (such as images, small audio files)
- using a [Dropbox](#)
- using services such as [YouSendIt](#)
- using [FTP](#)
- for user-generated content, a URL for the media (such as a YouTube video, a Flickr image) or by making the media available via one of the routes above

Full details will be provided once material has been commissioned including: email address, FTP details, and Dropbox details.

Naming/labelling of media files

When you first register your project with The Space you will be allocated a unique code number for the project. This code number will be used when submitting media, and you will be allocated a further code number for each piece of media that your project is delivering. These unique code numbers will be short alphanumeric codes, such as 'c03556kq' or 's000042'.

You will need to label each of the media files with the unique code number generated for it. In practice, this will probably mean naming the media file (eg the .mov, .wav, .tif, .png or .png file) with the relevant unique code number (for example, c03556kq.mov).

So, if your project is delivering five items of video and five images, you will have 10 unique code numbers and each of these items will need to be labelled with the relevant unique code numbers. You can re-enter The Space project system at any time and generate identifiers for media that you plan to submit.