



## CHECKLIST For Artists

### Pre-submission via Easy Chair Conference System

- Filled application form
- Art Project folder compressed in ZIP format with the following:
  - Artwork files
  - Technical Ride
  - Proof of payment

### Final Submission via We Transfer

- Zip folder named as: artist's last name\_artworktitle. finalsubmission.zip. This folder must contain the following items for the final submission:
  - High quality **Image** (.jpg, 300 DPI/CMYK), named as follows: artist's last name\_image.jpg
  - Caption** (.txt file) named as follows: artist's last name\_caption.txt.
  - Summary** (.txt file) named as follows: artist's last name\_summary.txt.
  - Biography** (.txt file) up to 150 words, named as follows: artist's last name\_bio.txt.
  - Picture of him/herself (.jpg file), named as follows: artist's last name\_picture.jpg
  - Filled and signed Form: PSF2016\_Copyright&Consent\_Exhibit\_Artists