

## **Guide to Online Advisory “Days”**

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### **1. Introduction and Overview**

RPS London held two pilot Online Advisories using Zoom in June 2020 – for LRPS and ARPS Fine Art. These pilot sessions were a review of the digital images submitted for both Panels and IFS (Images for Screen); for the pilot there was no review of actual prints. The sessions were recorded using Zoom and each Participant was provided with the video relating to the Advisor’s review of their submitted work

Key details of the two sessions are below: -

	LRPS	ARPS Fine Art
Participants (for Panel)	4	5
Participants (for IFS)	2	0
Observers	5	10
No of Advisors	2	1
Approx. Duration (hours)	3.3	3.0

The process worked well with either one or two Advisors giving advice; in this document “Advisor” refers to the “advice giver” whether that is one, two or more Advisors.

The online process requires the Participants to submit their work to the Host (Organiser) about a week before the session to allow the Advisor to review the images (and prints if supplied) in advance. The length of the online session is expected to be limited to about 3.5 hours as it is quite intense.

By being online, the Advisor is only giving advice for about a half-day (3-4 hours) instead of for a full day (6-7 hours) plus travelling time as happens with the usual meeting format. However, the Advisor has to do about a half-day of work before the session in reviewing the submitted images and prints, if any.

The planned timing for the Online Advisory “Day” will be 9.30 am start with finish approximately 12.30 to 1.00pm.

## **2. Preparation – in advance of the Online Advisory Session**

Participants and Observers sign up to attend on the RPS London website. It is expected that the numbers will be limited to six Participants and a maximum of 10-12 Observers.

The Participants will need to assemble the digital images comprising their panel – plus Hanging Plan for prints and Sequence for Images for Screen (IFS). This should be 10 + 5 spares for L and 15 + 5 spares for A.

It is recommended that Participants provide a sample of prints (say maximum 5) at the printed size planned to be mounted for the panel and using their proposed paper; one mounted print using the proposed mount colour / texture can also be submitted. This will enable the Advisor to assess print quality / paper suitability and understand any systemic differences between the digital images and the prints. (Note: Advisors often recommend that for L and A, the printed area does not need to be larger than about A4 – 21cm by 30cm.)

Submissions for IFS should include images sized as required for Assessment – not exceeding 4096 pixels wide by 2400 pixels high. (By zooming in, the Advisor will be able to check the quality of the digital image which is projected at a large size in the Bristol HQ Auditorium.)

The Host receives all the images from all the Participants with a deadline about a week before the date of the Online Advisory. The images are then forwarded to the Advisor as a set.

The Host also collects any prints (and any mounts) from the Participants by the deadline and sends them to the Advisor as a single package – also to arrive with the Advisor about a week before the date of the Online Advisory. Note: Prints and mounts are not returned and are disposed of by the Advisor after the Online Advisory (unless alternative arrangements have been agreed).

The Host discusses with the Advisor the arrangements for the Online Advisory – relating to preparations in advance of the session and management during the session itself.

The Advisor loads the images into Lightroom or similar and reviews the images (and prints, if provided) in readiness for the Online Advisory Session.

The Host asks Bristol to email to them sample panels in digital format for the distinction classifications being reviewed - for print and / or IFS as required - and also the Feedback Forms. The Host forwards them on to the Advisor.

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## **3. Starting the Zoom Meeting**

The Host opens the Zoom meeting 15 minutes or so before the advertised start time and initially allows only the Advisor into the meeting – Participants and Observers are kept in the waiting room. The host and Advisor have a quick run-through of the session including the order for Participants and confirm that there are no technology issues.

The Host admits Participants and Observers into the Zoom meeting using the list of people who have signed up. The intention is to have everyone connected and into the Zoom meeting by the published start time.

## **4. The Online Advisory Session**

The session starts with the Host welcoming everyone, introducing the Advisor, explaining the rules for the session including management of Zoom. The Host restates that the session is being

recorded, that by signing up to session all Participants and Observers have agreed to the recording, that the recording of each Participant's review will be made available to that Participant only and that it may contain images and words spoken by other Participants and Observers.

The Host is responsible for managing the session including muting all except the Advisor and Participant for the review of their work. Observers and other Participants are able to raise questions during the review via "chat" and the Host normally saves them to the end of each review and raises them with the Advisor.

The Advisor gives the usual introduction to Distinctions: - the Distinctions process; the purpose and limitations of the Advisory Day; and the requirements for LRPS / ARPS. Example panels / IFS are shown digitally. The Advisor also explains how they will manage the display of Participant's images including the "Panel" or "Sequence"; and, if appropriate, their comments on the example prints submitted.

The form and content of the Advisor's review of the Participant's work is similar to the regular meeting type review except the Advisor is able to demonstrate via Lightroom or similar the effect of possible adjustments to an image such as alternative cropping; changes to brightness / colour / tone/ contrast / etc; or "flipping" the image. Lightroom is also used for showing alternative layouts for the panel (for prints) or for the sequence (for IFS). If provided, the Advisor will comment on the prints, printing and mounting; it is not be possible for the Advisor to display the prints / mounts, so the comments would just be verbal.

At the end of the Advisor's formal review of the Participants work, they ask the audience (Observers and other Participants) if they have any comments or questions. The Advisor's responses form the end of the Participants review session.

In the middle of the session, there is a short break of about 10 minutes between the middle two reviews.

After the last participant, the Advisor asks if there are any general questions of comments.

The Host then thanks everyone, finishes the session and closes the Zoom meeting.

## **5. Post the Online Advisory Session**

The Advisor completes the feedback form for each Participant and sends to Bristol – preferably by email and mail.

The Advisor disposes of any prints and mounts received unless alternative arrangements have been made.

The Host arranges for the Zoom video recording to be edited into individual sections for each Participant and access details provided to each Participant.

The Host and Advisor undertake a short review of the event and the Host notes any learning points for future Online Advisories.

## **6. Key Points for Participants**

1. An Online Advisory is suitable for both Prints / Panel and IFS / Sequence at LRPS and ARPS levels.

2. Sign up for the Online Advisory is only via the RPS London website. By signing up, the Participant agrees to the session being recorded; each Participant's review will only be made available to them and it may contain images and words spoken by other Participants and Observers during any questions or discussion.
3. Advice is on image content and quality and the associated Panel layout and image Sequence in line with the Distinction Assessment's requirements.
4. A facility is available for each Participant to provide (a selection of) prints from their Panel to the Advisor to allow comments on print quality and paper selection. (And optionally mount colour and quality.) it is not be possible for the Advisor to display the prints / mounts, so the comments would just be verbal.
5. The Participant must provide images to the Host one week (to be confirmed) before the date of the advisory – including prints (if being supplied) noting delivery times. Once submitted, images and prints cannot be amended.
6. The use of Lightroom or similar by the Advisor enables the demonstration of comments / suggestions for Panel layout / image sequence and simple alternative edits such as crop / colour / brightness / tone / etc.
7. The limitation of Zoom mean that the image may not appear on your screen as seen by the Advisor on their calibrated screen. It also depends on the quality / calibration of your screen.
8. Each Participant gets a copy of the video of their advice session.

## 7. Key Points for Observers

1. An Online Advisory is suitable for both Prints / Panel and IFS / Sequence
2. Sign up for the Online Advisory is only via the RPS London website. By signing up, the Observer agrees to the session being recorded; each Participant's review will only be made available to them and it may contain images and words spoken by other Participants and Observers during any questions or discussion.
3. Advice is on image content and quality and associated Panel layout and image Sequence and in line with the Distinction Assessment's requirements.
4. Although the Advisor may comment on prints and mounts (if optionally provided by the Participant), the prints are not visible online.
5. The use of Lightroom or similar by the Advisor enables the demonstration of comments / suggestions for Panel layout / image sequence and simple alternative edits such as crop / colour / brightness / tone / etc.
6. The limitation of Zoom means that the image may not appear on your screen as seen by the Advisor on their calibrated screen. It also depends on the quality / calibration of your screen.