HOSTING AN INTERNATIONAL SALON WITH FIAP PATRONAGE:

Timeline:

PSSA:

It is important to download the National Salon Directors pack from the PSSA Website.

This document describes in detail the requirements, the steps and timeline that must be taken for hosting a salon with PSSA Patronage.

- https://pssa.co.za/hosting-a-salon-edited/

FIAP:

New events must submit their Patronage applications via the FIAP platform at least 3 months before the event's closing date.

Events to which FIAP Patronage has previously been granted must submit their application at least 2 months before their closing date.

Applicants for any events with print sections must submit their Patronage application at least 4 months before the event's closing date and the salon's entry details and entry process must be available to entrants at least 3 months before the event's closing date. This is to give participants sufficient time to send in their print works.

FIAP Patronage Applications for PSSA Salons

This document is for salon organisers who wish to apply for FIAP Patronage for their event.

FIAP Patronage is a form of recognition granted to an international salon. Patronage can only be awarded to events which are accessible to participants from all over the world without restrictions. The event must meet the requirements stipulated by FIAP. Patronage is issued to the salon as a whole, not individual sections so the salon as a whole must meet FIAP's requirements to be awarded Patronage.

Applications are lodged directly with FIAP via their myfiap.net platform by the Salon Director. The initial checks and approval are conducted by the FIAP Liaison Officer for the Operational Member. Once they have checked the application on the platform and approved it to proceed, FIAP themselves will then also conduct their checks.

Prerequisite

An international salon can only obtain FIAP Patronage if the organisers have already organised at least one previous salon. Many international salons start as a National exhibition/salon and after a year or two opt to become an international.

Documents You Will Need

There are multiple documents you will need to download. These should be read thoroughly BEFORE you approach potential judges, decide on the sections you will offer or finalise your salon dates. A very important ruling is that a judge may not enter any sections of the salon.

The subject definitions are in an appendix section at the rear of the Regulations document.

Download the following documents:
https://theiaap.com/contests/admin/downloads/fiap_regulations.pdf

https://www.fiap.net/upload/files/1523006965-0c636.pdf

Some Important Things to Note When Planning a Salon

Salon Website, Email Address and Salon Logo

You will need a website and email address for your salon. These will need to be established before you apply for FIAP Patronage as these addresses must be filled in when you set up your myfiap account and must be included in your Patronage application. Designing a distinctive salon logo is also a good idea.

You do not need to have your website complete when you apply for FIAP Patronage but it should be close. It cannot include things such as the final conditions of entry for your salon or the FIAP logo until your FIAP Patronage has been granted.

It is a good idea to make sure that both your website and email address can be passed on to subsequent organisers of your salon. It is also wise to ensure that more than one person on the team can access these as a back-up in the case of illness or absence of the primary person responsible.

Judges

There are multiple requirements that must be taken into consideration when selecting your team of judges.

- At least one judge must hold a FIAP Distinction.
- The judges must be competent to judge that category/section.
- It is important to convey to the judges beforehand that they cannot enter the Salon if they are a judge.
- Do not appoint a judge from the" FIAP Red List".

FIAP Red List

The people on this list are there having been sanctioned for breaching FIAP's salon entry rules. Some are listed for three years. Others are listed for life. You must ensure none of your judges or salon entrants are on this list. This list is NOT a publicly available list. It is made available to salon organisers via their salon's myfiap profile page as they need to refer to it for the purpose of ensuring the people on the list are not involved with the salon. It should be treated as available on a "need to know" basis only. The list is not to be shared or the names on the list discussed with others.

Setting Up a MYFIAP Account for the Salon

This is a separate account from a photographer's personal myfiap account. It is specific to the salon and

access to this account should be passed on if the person initially responsible for the salon's myfiap account changes at any point in time.

FIAP have produced a set of video tutorials to guide you on how to set up your salon's myfiap account and how to complete your salon application via this platform. The website address to register is shown in the tutorials. Here is the link:

[FIAP Video Tutorials for Salon Organisers](#)

Application Process
Having carefully read this page and all the documents that are applicable to your salon, and having ensured you meet the prerequisite for seeking FIAP Patronage, proceed as follows:

1) Set up your salon website, email address and salon logo.

2) Set up a myfiap account for the salon after watching the above-mentioned video tutorials.

3) Select your judging team.

It is essential that you ask them for their most recent FIAP Distinctions and other honours and that you have both their phone number and email address. Judges must be made aware that they cannot enter the Salon if they are a judge. It is important to choose judges that are competent in the genre they are judging.

4) Prepare your salon's brochure as per the International Salon Brochure template ensuring all the required clauses and information are included.

5) Contact the FIAP Liaison Officer for PSSA, to let them know of your intention to apply for FIAP Patronage, and send them your salon brochure to check.

6) When your salon brochure has been finalised, complete your salon FIAP Patronage application via your salon's myfiap account This can be done across multiple sessions but you must remember to save your changes each time. You will need to upload your salon brochure.

7) When you have completed your myfiap online application form, save it then click "Submit". This will lock you out of making further changes so please ensure you have finished it first. It is essential that you have carefully checked every detail, especially your salon email address and website address as once the salon is approved and listed by FIAP, it is extremely difficult have anything amended!!

8) The myfiap system automatically sends a notification to the PSSA Liaison Officer informing them that an application for Patronage has been submitted but, as a backup, please send the FIAP Liaison Officer a brief email to tell them the application has been lodged.

9) The FIAP Liaison Officer will check the online application details and the salon brochure that you uploaded to myfiap. They will either approve it or may change the status to "Needs Completion" such that you can access the application to make necessary changes and resubmit.

10) When the FIAP Liaison Officer has approved your application, FIAP will then conduct their own checks and, if satisfied nothing needs changing, they will invoice your salon for the Patronage fee and FIAP medal purchase. You pay these fees via your myfiap account.

11) Once you have paid the applicable fees, FIAP will issue you with your FIAP Patronage number. Your salon will also appear on the official list of salons with FIAP Patronage. Add the FIAP Patronage number to your Salon brochure and email the updated brochure to the PSSA Salon Director for final approval. The PSSA Salon Director will have your salon opened on Photovault and uploaded onto the PSSA Website.