

**SUPPLEMENT 5  
TO THE CALL FOR PAPERS  
38TH OTDK ARTS AND ART THEORY SECTION**

**Summary table of TDT chair's/responsible person's tasks**

<b>TO BE APPROVED/UPLOADED IN THE OTDT ONLINE SYSTEM</b>
1. Approval of the consolidated list by the TDT Chair/responsible person of the submitting institution in the OTDT online system, or its signature and upload to the OTDT online system.
<b>TO BE SHARED ELECTRONICALLY WITH THE HOST INSTITUTION</b>
2. One (1) institutional shared electronic folder, which stores the data and documents requested below in a defined folder structure.

**CHECKLIST PER STUDENT, BY GENRE**

<b>IN THE CASE OF VISUAL WORKS OF ART</b>	
<b>Document name</b>	<b>Digital backup</b>
1 page summary	on the shared drive
Written description of the creative process	on the shared drive
Photo(s) / screenshot (in the case of time-based creation)	on the shared drive
Audiovisual recording	on the shared drive
Work of art or photos taken of it, according to the specified criteria	on the shared drive
Script	on the shared drive
Presentation outline in ppt/pptx or pdf format	on the shared drive
<b>To be shared with the organizing secretary:</b> <b>Judit Bierer Institute Secretary</b> <b>Hungarian University of Agriculture and Life Sciences Rippl-Rónai Institute of Arts and Theatre</b> <b>Email: <a href="mailto:bierer.judit@uni-mate.hu">bierer.judit@uni-mate.hu</a></b>	

<b>IN THE CASE OF MUSIC AND STAGE CREATIVE ACTIVITY</b>	
<b>Document name</b>	<b>Digital backup</b>
1 page summary	on the shared drive
Written description of the composition/playwriting process	on the shared drive
For musical works the score of the musical work	on the shared drive
For stage performances audiovisual recording	on the shared drive
Presentation outline in ppt/pptx or pdf format	on the shared drive

**To be shared with the organizing secretary:**  
**Judit Bierer Institute Secretary**  
**Hungarian University of Agriculture and Life Sciences Rippl-Rónai Institute of Arts and Theatre**  
**Email: [bierer.judit@uni-mate.hu](mailto:bierer.judit@uni-mate.hu)**

**IN THE CASE OF MUSICAL AND STAGE PERFORMANCE ACTIVITIES**

<b>Document name</b>	<b>Digital backup</b>
1 page summary	on the shared drive
Description of the production	on the shared drive
Program plan of the production	on the shared drive
For stage performances audiovisual recording	on the shared drive
Presentation outline in ppt/pptx or pdf format	on the shared drive

**To be shared with the organizing secretary:**  
**Judit Bierer Institute Secretary**  
**Hungarian University of Agriculture and Life Sciences Rippl-Rónai Institute of Arts and Theatre**  
**Email: [bierer.judit@uni-mate.hu](mailto:bierer.judit@uni-mate.hu)**

**IN THE CASE OF ART THEORY PROJECTS**

<b>Document name</b>	<b>Digital backup</b>
TDK paper	on the shared drive
Presentation outline in ppt/pptx or pdf format	on the shared drive
Result of the plagiarism screening	on the shared drive

**To be shared with the organizing secretary:**  
**Judit Bierer Institute Secretary**  
**Hungarian University of Agriculture and Life Sciences Rippl-Rónai Institute of Arts and Theatre**  
**Email: [bierer.judit@uni-mate.hu](mailto:bierer.judit@uni-mate.hu)**