

AWARDS FOR PHOTOGRAPHIC MERIT (APM)

GUIDE FOR FEDERATIONS HOSTING AN ADJUDICATION



The Photographic Alliance of Great Britain

APM Secretary: Daphne Hanson DPAGB APAGB. hanson16@virginmedia.com

APM INFORMATION LEAFLET FIVE

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There is a great deal of information in this leaflet and it is daunting to approach for the first time. Just work through it allocating tasks to different people and it should tell you everything you need to know. If you wish to comment or amend anything please let us know and, if you want to pass on any written advice to the next Host Federation, we would be delighted to facilitate this.

1. THE PAGB TEAM

- 1.1 Secretary: Daphne Hanson DPAGB APAGB
- 1.2 Chairman Rod Wheelans MPAGB MFIAP FIPF HonPAGB
- 1.3 Treasurer: Gordon Jenkins APAGB
- 1.3 Event Coordinator: Richard Speirs DPAGB APAGB
- 1.4 Scoring: Patricia Platt CPAGB LRPS
- 1.5 CES Upload & Projection: Libby Smith MPAGB EFIAP & Neil Smith DPAGB AFIAP

1.6 Whilst we work as a team and there is considerable overlap of responsibility, the main Federation Contacts prior to an Adjudication are the Secretary, Daphne Hanson, for all matters relating to Entries and Entrants and Richard Speirs, Event Coordinator, for all matters relating to the venue and the organisation of the Adjudication. See Appendix One for details.

2. FORWARD PLANNING

The PAGB will contact the Host Federation approximately twenty months prior to the Adjudication to remind them they are hosting the event, to make this leaflet available and to ask that they appoint an **Organising Secretary (OS)**. It is recommended that a small Committee be formed by the Federation including the appointment of a Print Reception Secretary who will be key players in running the event. (Host Rota at Appendix Three)

3. FEDERATION ORGANISING SECRETARY (OS)

3.1. The Organising Secretary will be invited, at PAGB expense, to the Adjudication 18 months prior to their own and the current Host Federation should facilitate them in observing and learning about the venue required and the organisation before, during and after the Adjudication.

3.2. The responsibilities of the Organising Secretary include

- 3.2.1. Liaising with the APM Secretary and APM Event Coordinator.
- 3.2.2. Sourcing a Venue suitable for the Adjudication as detailed in 5. The APM Event Coordinator (1.3) will advise and no firm booking should be made without his agreement.
- 3.2.3. Sourcing hotels in conjunction with the APM Event Coordinator near the venue for the APM Treasurer to book for the PAGB team.
- 3.2.4. Arranging for someone to locate and make available the Equipment specified in section 7.
- 3.2.5. Designating a team member to arrange catering as detailed below.
- 3.2.6. Putting together, and overseeing, during the Adjudications, the team who will perform the various duties outlined below throughout the weekend.
- 3.2.7. Supplying to the APM Secretary directions to the venue and the hotel/s selected and, if the route between venue and hotel is not straightforward, a map may be useful to assist the Adjudicators, etc.

4. GENERAL INFORMATION

4.1 The final published closing date for the April Adjudication is normally 31 January and for the November Adjudication it is normally 31 Aug but the events are often fully subscribed well before these dates are reached.

4.2 In good time (around three months prior to the Adjudication) the APM Secretary will issue to each Entrant information about how they should enter online, together with the last dates on which the Entry Forms are to be with the Reception Secretary and details of the venue. PDI entries and PDI copies of the Prints must be received one month before the Event. Print Entrants may submit their Prints in advance or may bring them on the day, but must still enter Online and submit their Entry Form by the deadline.

4.3 The Adjudicators for the weekend are selected by the PAGB Judges Sub-Committee and will be contacted direct by the Awards Team.

5. THE VENUE

5.1 The Adjudications are open to both applicants and observers and choice of venue is critical to cater for them and to ensure the smooth running of the event. *Please ensure there is easy wheelchair access and suitable toilet facilities to cater for such needs.*

5.2 A MAIN HALL, ABLE TO SEAT A LARGE AUDIENCE. Appendix Two

5.2.1 Every Entrant must be offered a free ticket and may purchase further tickets for a companion and other supporters before they go on general sale. In addition, you will wish to sell tickets to Club members of your Federation and other observers who may wish to attend. The audience could be 100 or more.

5.2.2 Note that there needs to be a significant amount of space at the front for the PAGB set-up of the scoring etc., and this may affect the potential audience capacity. The normal layout requires enough space for print tables either side of the PAGB Print Display Box and, behind this, an 8' (2.5m) Projection Screen 10' in front of the judges so that they can assess the PDIs without moving their chairs and the scoring handsets. There usually needs to be room to walk behind the screen.

5.2.3 The judges require two 5' tables and the PAGB Scoring team need another three 5' tables set at right angles to the Judge's table's angles (see Appendix Two). The projector for the PDI's needs to be a minimum of 15' from the projection screen. Although the scoring team tables can be located on the left or right of the judges no access will be allowed behind them to anyone other than the PAGB team – the individual judges' scores must not be seen by the anyone other than the scorers.

5.2.4 A floor plan is given at Appendix Two and you should agree the layout with the APM Event Coordinator before booking the venue. He should also be consulted on cost which must be agreed before you commit to any payment.

5.2.5 To project PDI copies of the prints a further screen* is required positioned so that it cannot be seen by the judges and does not obstruct the audience view of the print stand. Space is also required for the Projector, which needs to be 15' from the screen. The APM Event Coordinator can advise on this and must also approve this aspect of the layout. *Since only one screen is required at any time it may be possible to move the main screen as required.

5.2.6 The first row of Audience seating is to be reserved for the PAGB.

5.2.7 Print Stands, sufficient to display up to 40 prints, should also be provided although these can be in a reception or another secure, but accessible, area of the Venue. See para. 7.

5.2.8 **The Main Hall must be perfectly blacked out.** This should be checked, prior to the event, on a sunny day and attention needs to be paid to windows and skylights high on walls or in the roof where curtains/blinds may not be adequate to reduce ambient light levels. This has proved to be a problem in the past and has caused great concern and complaints from Entrants. Please **do not** rely on checking out the venue at night.

5.2.7 There needs to be adequate parking at the Venue or nearby. The PAGB Team has a great deal of equipment to offload and 3 or 4 parking spaces should be reserved near to an easy access door. (One of the team has a Disability Parking Badge which may be helpful).

5.3 A RECEPTION AREA OUTSIDE THE MAIN HALL

5.3.1 This is where the Audience will book in and, where appropriate, Entrants will hand in their Prints. This is a good opportunity to sell raffle tickets if you have chosen to do so. Audiences often arrive earlier than they should and it will almost certainly be necessary to prevent access to the Main Hall until everything has been set up.

5.4 A SEPARATE SORTING ROOM

5.4.1 This needs to be a large area equipped with sufficient tables to lay out up to 65 piles of 50cm x 40cm prints. Adequate space must be available to allow the prints to be easily collated and sorted and for any reviews to be undertaken following the adjudication. The APM Secretary will be able to confirm the number of Entrants in the biggest section. You also need to consider how you will return boxes to the Entrants after their Adjudication. Failed Entrants usually want their Prints as soon as possible. Prints must NOT however be returned to entrants until after any reviews of the adjudication have been undertaken.

5.4.2. No one other than the PAGB team and the Federation team are to have access to this room throughout the day. When the review of “near miss” entries is to be conducted by the PAGB team everyone else will be asked to vacate this room.

5.4.3. An additional room is required where the Adjudicators can be briefed and can take a break between sessions. This room can also be used by the Adjudicators and helpers to take refreshments.

5.5. PERIOD OF THE BOOKING

5.5.1. The hall complex needs to be booked for the **whole** of the weekend, including Saturday evening. This will avoid the Federation having to move any seating, furniture arrangement etc and the PAGB team can leave their equipment, particularly cables, in place. If, within the price, it can be arranged for the teams to have access on Friday afternoon/early evening, this would assist in setting out the rooms.

5.6. COSTING

5.6.1. We know how difficult it is to get the right venue and you must start looking very well in advance – at least 15 months. Hire charges for Halls varies throughout the UK and represent one of the largest outgoings for the Adjudications. Every effort should be made to negotiate a special rate for the whole of the weekend. NO firm booking can be made until the price, the facilities, the catering arrangements and layout have been agreed with the APM Treasurer and the APM Event Coordinator. As a rule, we do not wish to incur a cost over £1200 for the combined cost of the Venue, Lunches, Tea and Coffee for the Adjudicators, the PAGB team and Federation Workers. It may be possible to increase this, within our overall budget, if we can obtain good prices for Hotels and Evening Meals.

5.7 CATERING AT THE VENUE

5.7.1. There will be regular breaks throughout the proceedings. Tea, coffee and cold drinks are to be provided for the Adjudicators, the PAGB team and Federation helpers. Bottles of water are also needed on the Adjudicators and Scoring Team tables throughout the day.

5.7.2. If the venue does not have its own catering facilities it might be in the Federation’s interest to arrange for the same refreshments to be available for the audience, either charging per drink or increasing the ticket price to compensate. (See para. 9.)

5.7.3. A midday meal should be provided on the premises for the PAGB & Federation teams to keep the time taken at the break to not more than one hour. A simple buffet is favourite but please remember that, if hot food is to be provided, the timing of the meal cannot always be precise and catering will need to be flexible. We hope to let you know if anyone has any special dietary requirements.

5.7.4. Should there be no commercial catering at the venue the Federation might wish to consider providing food for the applicants and observers. This can be a very useful source of revenue for the Federation. If there are no catering facilities at the Venue for the audience, please advise the APM

Secretary if there are places to purchase food nearby or if he should recommend that Entrants bring a packed lunch. You should similarly advise those who purchase tickets for the event.

6. HOTEL

6.1. Ideally this should be located close to the Venue with an easy access route. There is a good deal of equipment to be installed and tested before the Adjudications can commence. Time will be tight and we need to be conscious of Saturday morning traffic in busy locations.

6.2. The PAGB team normally requires around 14 hotel rooms in total – the Event Coordinator will advise you of the exact requirements. Hotels along the lines of Premier Inns will fit the bill, especially if they have a Restaurant, or one linked to it. If the hotel selected does not offer dinner, there must be a suitable restaurant situated nearby.

6.3. Once the Organising Secretary has identified and agreed the budget for suitable hotels they should provide the APM Coordinator with contact information. I.E. The person to contact, including their telephone, e-mail and website address. The PAGB will deal directly with the hotel and are responsible for all the booking and dining arrangements. Local advice is, of course, invaluable.

7. EQUIPMENT TO BE PROVIDED BY THE FEDERATION

7.1. Suitable black out material including methods of fixing, if the room is not light tight.

7.2. An illuminated Print Easel, preferably with daylight tubes. This will be used only if the PAGB print easel fails.

7.3. One 8' Projector Screen and two Projector Stands.

7.4. Sufficient power cables. Please make sure there are adequate power sockets located in the hall especially near to the Scoring Tables. **At least** four are needed as the scoring machine requires a socket dedicated to that equipment and we have a Print Box, two projectors and various lights that will need to run from the others.

7.5. The Federation should ensure that any powered equipment, including the cables and multi sockets they provide, have a current PAT (Portable Apparatus Testing) certificate.

7.6. Print display stands capable of displaying up to 40 prints.

7.7. The Host Federation should also arrange for a competent “official photographer” to shoot general shots on both days and, in cooperation with the APM Chairman, to photograph all the recipients and the judges.

8 EQUIPMENT TO BE PROVIDED BY THE PAGB TEAM

8.1. Laptop, Printer, Scoring Machine and back up, manual scoring sheets, daylight lamps for closer scrutiny of prints and table lamps where required.

8.3. Digital Projectors with laptops and back up.

8.4. A basic Sound System, which can be omitted if the venue has an adequate and accessible system of its own, preferably with two microphones on stands and one “lapel” mike.

8.5. Software programmes and the pre-submitted PDI

- 8.6. Display Prints and Warm Up panels in Print and PDI.
- 8.7. Badges, which will be presented to successful entrants at the end of each day.
- 8.8. Information Leaflets for the audience.
- 8.9. The PAGB will ensure that all the equipment they bring has been PAT tested.

9. TICKETS

- 9.1. Federations are permitted to sell tickets for both days of the Adjudication and retain the proceeds to defray costs.
- 9.2. On each Entry form the Entrant is asked if they wish to attend the Adjudication in which case one free ticket should be provided for the day of their Adjudication only, if they supply an SAE. They also have a priority right to purchase additional tickets at the price set by the Federation, provided they do so at the same time. It would be useful to include directions/map with the tickets.
- 9.3. The final date for submitting the Entry form will be stated in the letter and on the form. This will normally be one month prior to the Adjudication. Once this date has been reached the Federation will know how many "free" and additional tickets have been requested and you will then know how many are available for general sale each day.
- 9.4. The cost of printing the tickets (normally computer generated at very little cost) will be borne by the Federation who may set the ticket price and who retain the proceeds. The price will depend on whether you intend providing drinks at a separate charge or to incorporate the cost of these refreshments. At many Adjudications, the latter has been favoured and has generated a good profit to offset expenses incurred.
- 9.5. It is suggested that different coloured tickets are produced for each day and a simple template is available from the Awards Secretary if required. It is recommended you hold a couple of tickets back for each day, as at least one Entrant will turn up on the day without having read the Information pack.

10. FINANCE

- 10.1. The PAGB will pay hotel and evening meal expenses for the Adjudicators, and the PAGB team. The PAGB team may include the Organising Secretary for the host Federation 18 months hence, who should be shown as much of the Host operation as possible.
- 10.2 On one evening (normally Saturday) the PAGB will be delighted to invite the Federation President and Partner, the Federation PAGB Executive member and partner, the Print Reception Secretary and partner together with the Federation Awards Officer and Partner to join them for the evening meal.
- 10.3. The PAGB will also pay for lunchtime meals and refreshments for the Adjudicators, the PAGB team and up to 10 Federation helpers including the Federation Awards Officer.
- 10.4. The PAGB will pay the travelling expenses of the Organising Secretary to and from the Venue and will reimburse them and the Reception Secretary for expenses incurred such as postage and telephone calls. The PAGB cannot pay any expenses connected with meetings held to discuss organisation of the Event.
- 10.5. The current PAGB policy is to give each Host Federation a non-returnable grant, but this is dependant on Sponsorship levels and has to be confirmed each year.

11. PRINT RECEPTION SECRETARY. (PDI entries will be collected by the PAGB via the Central Entry System)

11.1. As soon as all the Information packs have been despatched, which will be approx three months prior to the Adjudication, the APM Secretary will provide the Print Reception Secretary with a list of Entrants, including their Personal Identification Number, which is unique to this event.

11.2. A final date for the return of the Entry forms for Prints and PDI with ticket requests will be specified which will be at least one month prior the Adjudication. The Reception Secretary will then have a good idea of how many print boxes are being sent and how many will be brought on the day of the Adjudication.

11.2. The actual closing date for those posting their Print Entries will also be specified and will normally be approx two weeks prior to the Event. The Entrants e-mail will appear on the outside of the box and you should confirm receipt as soon as you can.

11.3. As the Prints arrive the Reception Secretary should check that the Prints tally with the information on the Entry sheet. There should be an additional copy of the Entry Form in the box. Each Entrant will provide an e-mail address on the Entry form should you need to contact them with a query or if an Entry fails to arrive by the closing date.

11.4. Please keep the PAGB APM Secretary informed if anyone fails to submit their Entry on time or if they have made any manual changes to the Entry Form. Similarly, the Awards Secretary will keep the Reception Secretary informed, by email, of any late withdrawals.

11.5. Finally, the Print Reception Secretary must plan to repack and return any entries which have not been collected on the day and, for which, postage has been paid.

12. ORGANISATION ON THE DAY (GENERAL)

12.1. The audience will arrive early and you need a Reception Desk in place as soon as you open the front door! This is where Entrants will check in and those with prints to deliver will hand them over – unless you want to send them to another Print Reception Desk. On both days, you will need to stop the audience from entering the main hall until everything is set up - usually 9.30am. Check with the APM Chairman or Projectionist when you can allow access. (You can sell lots of teas, coffees and raffle tickets in this period!). You should compile a register each day of those Entrants in attendance and supply this to the APM Chairman before the start of the Adjudication

12.2. The Federation will be advised by APM Secretary which Sections are being held each day, prior to the event. Normally this is CPAGB on Saturday and DPAGB and MPAGB on Sunday but this may be modified in the light of numbers received.

12.3. If necessary a Federation team with adequate materials will need to totally black out the Main Hall. Total blackout is required and this should be tested in daylight in advance.

12.4. The exact running order for each day will be determined by the APM Chairman but is normally Prints prior to PDIs in each Section.

12.5. The Adjudicators briefing will normally be held around 09.45, with preliminary announcements around 10.15 for judging to start at 10.30am. Normally the President of the Federations will welcome visitors, explain the fire drill and “domestic” arrangements and introduce the PAGB President. The day is scheduled to finish at 5.30pm but we aim to finish earlier than this if possible, especially on the Sunday.

13. ORGANISATION ON THE DAY (PRINT HANDLING)

13.1. Print handlers need to be in place by 9.00am to receive Print Entries being delivered on the day

13.2. Make sure you have sufficient tables for the sorting and re-sorting of prints or the job will be much more difficult! When setting up tables only use the individual ID numbers to label the places – not a name or anything which would assist in identifying the Entrant.

13.3. A small, competent team is required – too many people can cause problems.

13.4. RECEPTION. As a guide, you will require at least two people to man the Reception, one checking in the entries as they arrive and the other to deal with checking tickets and compiling an “attendance register” of Entrants. Sometimes Host Federations have had a separate desk to hand in the Prints outside the Sorting Room. This might be useful for returning the boxes later.

13.5. Perhaps, one or two people to transport the Prints to the sorting room. The PAGB team will check regularly on whether any Entries have not been received, so that we can update the computer software/scoring machine

13.6. SORTING ROOM You should pre-prepare labels with the Entrant Numbers, e.g. CP2618, to mark out the tables. Two people are usually sufficient to check the entries and then to start sorting into the various rounds although more are required to carry the heaps of prints to and from the Main Hall. Each round should be in Entrants number order – lowest number on top. All the Number 1 Prints in the first pile, Number Two in the next pile and so on. Note there may be gaps in the numbering where Entrants have withdrawn or failed to show. The prints for at least the first five rounds to be transported to the Main Hall and topped up with further rounds as the judging proceeds. It can be fun working in the Sorting Room – you get a close look at all the Prints and their scores!

13.7. MAIN HALL. The Print Handling Team are responsible for ensuring the good pace of judging. The Adjudicators will vote as fast as you can show them the Prints! Remember that if you take just a few seconds per print more than necessary the day could run an hour or later!

13.8. PUTTING UP One print handler should place the print on the easel. A brief look at the title before putting it up may prevent problems but this should never delay the judging. Care should be taken not to show the back of the print to the Adjudicators or the Audience whilst doing so – we get complaints. As soon as the Putting Up handler has positioned the Print on the stand he/she should be getting the next print ready.

13.9. TAKING DOWN. A second print handler removes the print from the easel as soon as the score has been announced and writes the score on the back of the print or, preferably, pass it to another person to do this. If the Print needs to be held or tilted because of reflections this is the job of the Taking Down handler. The Adjudicators can ask to examine a print closer and daylight lamps will be in place for this purpose and this is also his/her responsibility.

13.10. Once a round has been completed a handler should take the stack back to the sorting room for them to be put back into the correct piles – but **not** to be repacked until after any Review has been carried out by the Chairman of Adjudicators. The room will need to be cleared to permit the confidential Review. Once the review is completed the entries can be repacked into their containers.

14. END OF THE DAY

14.1. At the end day, and sometimes earlier, Entries can be collected and a list should be available for the person collecting (who may not be the Entrant) to sign. Entrants must be kept out of the sorting room. There may be a clamour because Entrants wish to leave but please do not panic as this

is bound to lead to mistakes. It is very difficult to rectify errors once the containers have left your possession.

14.2. For your own protection, a prominent sign should be displayed requiring each collector to check the container includes all their Prints and none belonging to anyone else. Bear in mind that those who have been successful will find at least one of their Prints has been retained by the PAGB. It is a good idea to say this firmly when handing over the container.

14.3. Any not collected should be taken by the Reception Secretary to seal and post back. If any container is not collected and no return postage sent the Reception Secretary should contact them by email to agree with the Entrant the course of action.

15. AFTER THE EVENT

15.1. The PAGB will issue the results to individual Entrants as soon as possible after the event. Lists detailing all successful entrants will be circulated, by email, to Federation Secretaries, Awards Officers and the PAGB Executive.

15.2. As soon as practicable after each Entrant is aware of their fate, a list will be distributed by PAGB **e-news**. Successful Entrants who were unable to attend the Adjudication will receive their badge by post within a couple of weeks. Certificates for all those successful will be prepared, signed by the President and sent to the Federation Secretaries. This can take a few weeks, depending on holidays and other commitments.

THANK YOU. For what you are about to receive, the PAGB are truly grateful. We hope you enjoy it!

APPENDIX ONE – SUB-COMMITTEE RESPONSIBILITIES

The main contact points between the Federations and the APM Sub Committee are the

Secretary

Daphne Hanson, for all matters relating to Entries and Entrants

and

Event Co-Coordinator

Richard Speirs, for all matters relating to the Venue and the Organisation of the Adjudication.

We work as a team and other APM Sub Committee members may contact you from time to time and get involved in ongoing discussions but we will try not to confuse matters.

Rod Wheelans. Chairman of the S/C and Chairman of the Adjudicators. Main duties are to chair any sub committee meetings, to “front” the Adjudication Days, to observe and brief the Adjudicators so as to maintain the standard, to lead the Review Process and to deal with any complaints about the results.

rod@creative-camera.co.uk

Daphne Hanson. Secretary. Her duties are manifold but are mainly related to dealing with the Entrants and Potential Entrants. Sending out information, collecting in entries in cooperation with the Federation Receiving Secretaries, preparing and sending out results, reports and certificates to Individuals and Federations.

hanson16@virginmedia.com

Gordon Jenkins. Treasurer and Event “Host”. Control of APM Expenditure and preparation of financial reports in co-operation with the PAGB Treasurer together with oversight of the Budget. In addition, he acts as “host” looking after the needs of the Judges and their partners at each event and he brings the Projector, Print Box, daylight lamps for the judges and some other bits and pieces to the event.

jenkins.ge@gmail.com

Richard Speirs. Event Co-ordinator and Event “Host”. He will liaise closely with the Host Federation, starting more than 18 months in advance, to advise on Federation Organisational Requirements, in conjunction with the Treasurer, to ensure suitable venues, equipment and accommodation within our budgetary constraints. He also acts as “host” looking after the needs of the Judges and their partners at each event

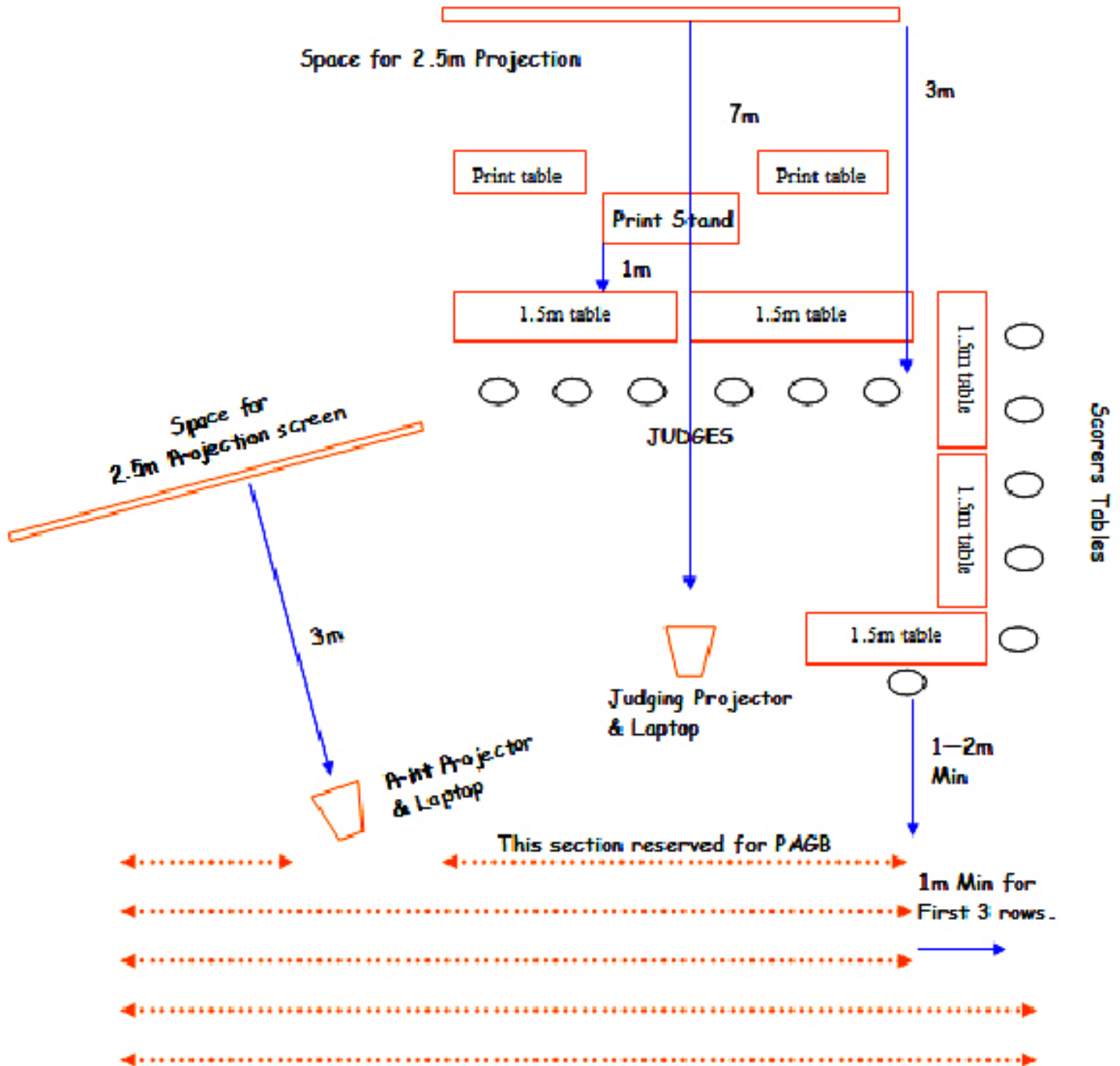
swanney@tesco.net

Libby Smith. Upload Assistance and Projection, together with Neil Smith. This includes receiving the PDI Online and ensuring superb projection of both at each event. Usually brings a back-up Projector.

Patricia Platt. Scorer. Although not a member of the Sub-committee Patricia is a vital part of the team, taking responsibility for the scoring equipment between Adjudications, recording the scores on the day and keeping a permanent record.

Ian Platt. Consultant. Although not a member of the Sub Committee, Ian, the previous APM Chairman, is always on hand to fill any gaps, judging, reading titles, etc.

APPENDIX TWO - LAYOUT OF THE MAIN HALL



Minimum room size is 170 sq. metres with a width of no less than 11 metres and a ceiling height of no less than 3.25 metres. A room of this size should be able to accommodate the PAGB team plus equipment and a seated audience of around 70 (depending on position of doors, aisles and emergency exits.)

A 2 metre wide side or rear gangway may be needed to allow prints to be moved to and from the hall during the adjudication.

NOT TO SCALE

Dimensions shown are for guidance and may vary to suit the room size. The layout can also be arranged to have the scoring tables on the left hand side if that suits the room better.

APPENDIX 3 - HOST ROTA FOR THE AWARDS FOR PHOTOGRAPHIC MERIT

	<i>Usually on the 4th weekend in April</i>	<i>Usually on the 4th weekend in November</i>
2017	SPA 22/23 April	EAF 25/26 November
2018	L&CPU 21/22 April	YPU 24/25 November
2019	NWPA 27/28 April	CACC 23/24 November
2020	MCPF 25/26 April	WCPF 28/29 November
2021	NIPA 24/25 April	KCPA 27/28 November
2022	N&EMPF 23/24 April	SCPF 26/27 November
2023	WPF 22/23 April	SPF 25/26 November
2024	NCPF 27/28 April	SPA 23/24 November
2025	EAF	L&CPU
2026	YPU	CACC
2027	NWPA	MCPF
2028	WCPF	NIPA
2029	KCPA	N&EMPF
2030	SCPF	SPF
2031	NCPF	WPF