



41ST ANNUAL JUNO AWARDS

CARAS Quick Reference Guide to the
Submission Process

41st Annual JUNO Awards Guidelines and Other Notable Changes for 2012

NEW! METAL/HARD MUSIC ALBUM OF THE YEAR CATEGORY

The Canadian Academy of Recording Arts and Sciences (CARAS) is pleased to announce the creation of the Metal/Hard Music Album of the Year category. This new category will be for full length albums. There are no sales components and the nominees and winners will be determined by a Judge vote.

VOTING

You must be a current CARAS member by December 1, 2011 to receive the Single of the Year, Artist of the Year and Group of the Year voting ballots. For all other member voted categories you must be a current member prior to February 1, 2012. Members registered after this date will not be able to vote for the 2012 JUNO Awards.

To join CARAS, please go to: www.carasonline.ca/members

CATEGORIES WITH SALES COMPONENTS

Only 9 out of 41 categories requires you to submit sales figures.

Nominee selections for the categories listed below include member or judge's votes and also incorporates a calculation based on sales.

Nominees determined by Sales Only:

International Album of the Year, Album of the Year

Nominees determined by Sales / Judges Vote:

New Artist of the Year, New Group of the Year, Rock Album of the Year and Pop Album of the Year

Nominees determined by Sales / Member Vote:

Artist of the Year, Group of the Year

TABULATION FIRM

PricewaterhouseCoopers LLP remains CARAS' Official Ballot Accountants for the 2012 JUNO Awards

ELIGIBILITY

- Product submitted must have been released during the period **SEPTEMBER 1, 2010 TO NOVEMBER 10, 2011**.
- “Release date” for CARAS eligibility purposes is defined as the date of the first shipment to retail or the date of first online transaction. Albums shipped to retail not later than November 10, 2011 will qualify, provided the Album is available in store and online not later than November 22, 2011. Albums available for pre-order online not later November 10, 2011 will also qualify. Pre-ordered online albums (digital or physical copies) will need to be available no later than November 22. Proof of transaction may be requested. **PLEASE NOTE: All product (2 CD copies per category) must still be received at the CARAS office by 5PM on the November 10 deadline day.**
- With the exception of International Album of the Year, the award will be made to a Canadian(s), defined by CARAS to be artists who hold Canadian birth certificates, passports or are Canadian Landed Immigrant(s) with residency in Canada during the last six months of the eligibility period.
- Product may be submitted but **NOT** nominated, for the same award more than once. e.g. If a album’s release date falls within the eligibility period for two voting years in succession, it may be submitted both years but it may be nominated only once.
- A submission may be entered into any or all crossover categories and technical categories, provided that the submission meets the category criteria. An additional submission can be made into **one** of the remaining genre specific categories and **one** non-genre category. Duplicate submissions in additional genre categories will be disqualified. A submission may also be made into Album of the Year.

Non-genre category:

Categories that are not tied to one genre. These categories are: Artist of the Year (5), Group of the Year (6), New Artist of the Year (7) and New Group of the Year (8).

Technical category:

Categories that are not tied to a specific genre and have a technical component. These categories are: Songwriter (9), Producer (35), Recording Engineer (36), Recording Package (37), Video (38) and Music DVD (39).

Crossover category:

A category that will fit into a type of music based on lyrical reflection but may also fit into a different category based on musical sound. These categories are: Instrumental (18), Francophone (19), Aboriginal (29) and Contemporary Christian/Gospel (33)

Genre category:

A category that is a specific genre such as Rock, Pop, Jazz, Classical, etc.

COMMON REASONS FOR DISQUALIFICATIONS

- The same recording was entered in a previous year and nominated.
- The product is not newly recorded or released.
- Product was released outside the current eligibility period.
- Non-Canadian status.
- Incomplete material package received by CARAS at the deadline dates, including insufficient payment

** For complete details please refer to the Submission Terms & Conditions found at <http://junosubmissions.ca>.

DEADLINES

October 1, 2011

Submissions open for the 2012 JUNO Awards. Submit online at: www.junosubmissions.ca

October 21, 2011, 5 PM EST

Early bird deadline for submissions (All submission forms, paper requirements, product and payment must be received by CARAS). Price increases after this date!

November 10, 2011, 5 PM EST

Final deadline for ALL categories except International and Album of the Year. Please see last page of this booklet for a complete list of categories.

December 9, 2011 to January 10, 2012

First round of voting takes place to determine the nominees in each category.

January 10, 2012, 5 PM EST

Final Deadline to submit sales figures for sales categories. Please see last page of this booklet for a complete list of categories.

February 7, 2012 (to be confirmed)

Nominees are announced at the JUNO Nominee press conference in Toronto. The list of nominees will be available by visiting www.junoawards.ca

February 10 – March 2, 2012

Second round of voting takes place to determine the winner in each category.

March 26 – April 1 JUNO Week

JUNO Week 2012 in Ottawa, Ontario. Thirty-four winners will be announced on Saturday March 31 during the Saturday Gala Dinner & Awards, with the remaining seven winners announced on Sunday April 1, during the JUNO Awards broadcast on CTV.

WHERE TO SEND YOUR SUBMISSION

All submissions must be first be entered online at: www.junosubmissions.ca.

Your submission is complete when all the paper requirements, product and payment have been received by CARAS.

CARAS Mailing Address:

Attn: JUNO Submissions

345 Adelaide Street W, 2nd Floor

Toronto, ON M5V 1R5

SUBMISSION FEES

CARAS offers an early bird submission fee to those who submit between October 1, 2011 and October 21, 2011. The submission fee can be paid online with a Visa, MasterCard, American Express or by cheque accompanying your physical submission.

To register yourself as a member and save on your submission fees, you can sign up at www.carasonline.ca/members

CARAS MEMBERS

October 1 to October 21, 2011

Early bird fee is \$35.00 per submission

October 22, 2011 to November 11, 2011

Fee is \$70.00 per submission

December 1, 2011 to January 10, 2012

Fee is \$70.00 per submission into:

International Album of the Year

Album of the Year

NON-MEMBERS

October 1 to October 21, 2011

Early bird fee is \$60.00 per submission

October 22, 2011 to November 11, 2011

Fee is \$90.00 per submission

December 1, 2011 to January 10, 2012

Fee is \$90.00 per submission into:

International Album of the Year

Album of the Year

The submission fee is an administrative cost for processing your entry and is non-refundable even if your entry is disqualified or does not receive a nomination.

OVERVIEW OF THE SUBMISSION PROCESS

Register at www.junosubmissions.ca

First you must register by entering a valid email address and creating a password which will allow you to re-enter the website at any time to view the status of your submission(s).

****Please note that during the submission process you may save your work & log out after each completed page. ****

The online submission process is a seven-step process:

1. Check List

- Name Submission Package
- Review everything needed to complete the submission

2. Terms & Conditions

- Review and accept the Terms & Conditions and review the general submission criteria

3. Artist Details

- Artist information
- Contact information (publicist, management, agent)
- Record label & distributor
- Upload photo & 200 word bio

4. Categories

- Select the categories for submission

5. Category Details

- Enter specific category details (mandatory fields will appear based on the categories selected)

6. Summary

- Review all submission details including bio page

7. Payment

- Payment methods include credit card and cheque
- Simply follow the prompts on each page to guide you through the online process. Be sure to read all instructions and the Submission Terms & Conditions carefully when submitting.
- Your submission is complete when all the paper requirements, product and payment have been received by CARAS. You will be able to view the status of your submission by logging into the submission site with your username and password. Your submission status will change from red to green once all contents have been received and validated.

CONTACT INFO

For submission questions, the CARAS office is open Monday to Friday between 9:00 a.m. and 5:00 pm (EST). Please feel free to call the office at (416) 485-3135 or 1-888-440-JUNO (5866) or email submissions@junoawards.ca

For technical support questions about the site, please contact DMDS at support@dmds.com or toll free at 1-866-922-9902. Technical assistance is available Monday to Friday from 8:00 am to 8:00 pm (EST).

GOOD LUCK IN THE UPCOMING CYCLE OF NOMINATING AND VOTING. WE HOPE TO SEE YOU DURING JUNO WEEK 2012 IN OTTAWA!

CATEGORIES

#	CATEGORY NAME	VOTING METHOD
1	JUNO Fan Choice Award – <i>No Submission Required</i>	Sales & Public Vote
2	Single of the Year – <i>No Submission Required</i>	Voting by Members
3	International Album of the Year	Sales/CARAS Board
4	Album of the Year (sponsored by Music Canada)	Sales & Members
5	Artist of the Year	Sales/Members/Members
6	Group of the Year	Sales/Members/Members
7	New Artist of the Year (sponsored by FACTOR and Radio Starmaker Fund)	Sales/Judges/Members
8	New Group of the Year (sponsored by FACTOR and Radio Starmaker Fund)	Sales/Judges/Members
9	Songwriter of the Year (sponsored by SIRIUS Satellite Radio)	Judges/Members
10	Country Album of the Year	Judges/Members
11	Adult Alternative Album of the Year	Judges/Members
12	Alternative Album of the Year (sponsored by Long & McQuade)	Judges/Members
13	Pop Album of the Year	Sales/Judges/Members
14	Rock Album of the Year (sponsored by the Recording Artists' Collecting Society)	Sales/Judges/Members
15	Vocal Jazz Album of the Year (sponsored by Crystal Sensations)	Voting by Judges
16	Contemporary Jazz Album of the Year	Voting by Judges
17	Traditional Jazz Album of the Year	Voting by Judges
18	Instrumental Album of the Year	Voting by Judges
19	Francophone Album of the Year	Voting by Judges
20	Children's Album of the Year	Voting by Judges
21	Classical Album of the Year : Solo or Chamber Ensemble	Voting by Judges
22	Classical Album of the Year : Large Ensemble or Soloist(s) With Large Ensemble Accompaniment	Voting by Judges
23	Classical Album of the Year : Vocal or Choral Performance	Voting by Judges
24	Classical Composition of the Year	Voting by Judges
25	Rap Recording of the Year	Voting by Judges
26	Dance Recording of the Year	Voting by Judges
27	R&B/Soul Recording of the Year	Voting by Judges
28	Reggae Recording of the Year	Voting by Judges
29	Aboriginal Album of the Year (sponsored by Aboriginal Peoples Television Network)	Voting by Judges
30	Roots & Traditional Album of the Year: Solo	Voting by Judges
31	Roots & Traditional Album of the Year: Group	Voting by Judges
32	Blues Album of the Year (sponsored by Galaxie, your musical universe)	Voting by Judges
33	Contemporary Christian/Gospel Album of the Year	Voting by Judges
24	World Music Album of the Year	Voting by Judges
35	Jack Richardson Producer of the Year	Voting by Judges
36	Recording Engineer of the Year	Voting by Judges
37	Recording Package of the Year	Voting by Judges
38	Video of the Year	Judges/Members
39	Music DVD of the Year	Voting by Judges
40	Electronic Album of the Year (sponsored by Roland)	Voting by Judges
41	Metal/Hard Music Album of the Year	Voting by Judges