

39th Annual JUNO Awards

CARAS Quick Reference Guide to the Submission Process



39th Annual JUNO Awards Guidelines and Other Notable Changes for 2010

ENHANCED SUBMISSION PROCESS

CARAS is strengthening its partnership with Yangaroo by enhancing the user experience during the submission process.

The process has been streamlined for ease of use with a new look and new components. The submitter will be able to add a high resolution photo, a digital booklet (liner notes), provide 3 suggested listening tracks for the judges and be able to preview their bio page, the same page that judges will be viewing during the voting process. In turn, judges will have more information provided to them to assist in their review of the submissions.

Once again, music will be distributed electronically, using Yangaroo's digital file transfer system (DMDS), to judges and members during the voting period only. Members will be able to stream music online, while judges will be able to securely download music to their portable music devices.

COUNTRY ALBUM OF THE YEAR

Country Recording of the Year is now a FULL album category. Single track submissions will no longer be accepted into this category.

VOCAL JAZZ ALBUM OF THE YEAR VOTING CRITERIA CHANGE

The winner of this category was previously determined by CARAS member votes. The winner will now be determined by the selected judges for this category. The judges will remain the same for both rounds of voting, round one will determine the nominees and round two decides the winner.

MUSIC DVD OF THE YEAR VOTING CRITERIA CHANGE

The winner of this category was previously determined by CARAS member votes. The winner will now be determined by the selected judges for this category. The judges will remain the same for both rounds of voting, round one will determine the nominees and round two decides the winner.

ROCK ALBUM OF THE YEAR VOTING CRITERIA CHANGE

The top five nominees were voted on by selected judges and the winner was determined by CARAS member votes. Nominees will now be determined based on 50% sales and 50% judge's vote. The winner will be determined by member vote.

POP ALBUM OF THE YEAR VOTING CRITERIA CHANGE

The top five nominees were voted on by selected judges and the winner was determined by CARAS member votes. Nominees will now be determined based on 50% sales and 50% judge's vote. The winner will be determined by member vote.

CD/DVD ARTWORK OF THE YEAR CATEGORY NAME CHANGE

CD/DVD Artwork of the Year has been renamed to "Recording Package of the Year". This new title will be more inclusive of vinyls and other album packaging artwork.

VOTING

You must be a current CARAS member by December 1, 2009 to receive the Single of the Year, Group of the Year and Artist of the Year voting ballots. For all other member voted categories you must be a current member prior to February 1, 2010. Members registered after this date will not be able to vote for the 2010 JUNO Awards.

To register as a CARAS member, please go to: www.carasonline.ca/members

CATEGORIES WITH SALES COMPONENT

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:

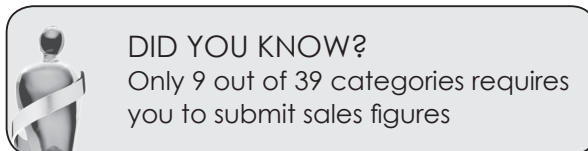
International Album of the Year, Album of the Year

Nominees determined by Sales / Jury 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 2010 JUNO Awards.

ELIGIBILITY

Product submitted must have been released during the period **SEPTEMBER 1, 2008 TO NOVEMBER 13, 2009.**

"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 13, 2009 will qualify, provided the Album is available in store and online not later than November 24, 2009. Albums available for pre-order online not later November 13, 2009 will also qualify. Proof of transaction may be requested.

With the exception of International Album of the Year, the award will be made to a Canadian(s), defined by CARAS to be members 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 song'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 non-genre categories: Instrumental (category 18), Francophone (category 19), Aboriginal (category 29) and Contemporary Christian/Gospel (category 33), provided that the submission meets the category criteria. An additional submission can be made into one craft music category (10-17, 20-28, 30-32, 34). Duplicate submissions in additional music categories will be disqualified. You may make submissions in all the remaining categories (3-9 and 35-39).

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 <https://junosubmissions.ca>.

WHERE TO SEND YOUR SUBMISSION

All submissions must be first be entered online at: <https://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

TIMETABLE OF EVENTS

October 1, 2009

- Submissions open for the 2010 JUNO Awards.
Submit online at: <https://junosubmissions.ca>

October 22, 2009, 5 PM EST

- Early bird deadline for submissions. Price increases after this date!

November 13, 2009, 5 PM EST

- Final Deadline for craft categories (categories 5 - 39).
- The last page of this booklet will display a complete list of categories.

January 11, 2010, 5 PM EST

- Final Deadline to submit sales figures for sales categories.
- The last page of this booklet will display a complete list of categories.

NO EXTENSIONS ON DEADLINES!

December 14, 2009 to January 19, 2010

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

March 2, 2010 (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

March 8 – March 20, 2010

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

April 12 – 18, 2010

- 2010 JUNO Week in St. John's, Newfoundland & Labrador. Thirty-two winners will be announced on Saturday April 17th during the Saturday Gala Dinner & Awards, with the remaining seven winners announced on Sunday April 18th, during the broadcast of the JUNO Awards on CTV.

SUBMISSION FEES

CARAS offers an early bird submission fee to those who submit between October 1, 2009 and October 22, 2009. 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 22, 2009

Early bird fee is **\$30.00** per submission

October 23, 2009 to November 13, 2009

Fee is **\$60.00** per submission

December 1, 2009 to January 11, 2010

Fee is **\$60.00** per submission into:

International Album of the Year (Category 3)

Album of the Year (Category 4)

NON-MEMBERS

October 1 to October 22, 2009

Early bird fee is **\$50.00** per submission

October 23, 2009 to November 13, 2009

Fee is **\$80.00** per submission

December 1, 2009 to January 11, 2010

Fee is **\$80.00** per submission into:

International Album of the Year (Category 3)

Album of the Year (Category 4)

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 <https://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 at any point in the submission process you may save your work and log out. ****

The online submission process is a six-step process:

1. Terms & Conditions

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

2. Artist Details

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

3. Categories

- Select the categories for submission

4. Category Details

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

5. Summary

- Review all submission details including bio page

6. 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 AT THE 2010 JUNO AWARDS IN ST. JOHN'S, NEWFOUNDLAND!

CATEGORIES

Cat. #	Category Name	Voting Method
1	JUNO Fan Choice Award – (presented by Pepsi) – No Submission Required	Sales & Public Vote
2	Single of the Year – No Submission Required	Voting by Members
3	International Album of the Year	Sales/CARAS Board
4	Album of the Year – (sponsored by Canadian Recording Industry Association)	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 Canada's Private Radio Broadcasters)	Sales / Jury / Members
8	New Group of the Year – (sponsored by FACTOR and Canada's Private Radio Broadcasters)	Sales / Jury / Members
9	Songwriter of the Year – (sponsored by SIRIUS Satellite Radio)	Jury / Members
10	Country Album of the Year	Jury / Members
11	Adult Alternative Album of the Year	Jury / Members
12	Alternative Album of the Year	Jury / Members
13	Pop Album of the Year	Sales / Jury / Members
14	Rock Album of the Year	Sales / Jury / Members
15	Vocal Jazz Album of the Year	Voting by Jury
16	Contemporary Jazz Album of the Year	Voting by Jury
17	Traditional Jazz Album of the Year	Voting by Jury
18	Instrumental Album of the Year	Voting by Jury
19	Francophone Album of the Year	Voting by Jury
20	Children's Album of the Year	Voting by Jury
21	Classical Album of the Year : Solo or Chamber Ensemble	Voting by Jury
22	Classical Album of the Year : Large Ensemble or Soloist(s) With Large Ensemble Accompaniment	Voting by Jury
23	Classical Album of the Year : Vocal or Choral Performance	Voting by Jury
24	Classical Composition of the Year	Voting by Jury
25	Rap Recording of the Year	Voting by Jury
26	Dance Recording of the Year	Voting by Jury
27	R&B/Soul Recording of the Year	Voting by Jury
28	Reggae Recording of the Year	Voting by Jury
29	Aboriginal Album of the Year – (sponsored by Aboriginal Peoples Television Network)	Voting by Jury
30	Roots & Traditional Album of the Year - Solo	Voting by Jury
31	Roots & Traditional Album of the Year - Group	Voting by Jury
32	Blues Album of the Year	Voting by Jury
33	Contemporary Christian/Gospel Album of the Year	Voting by Jury
34	World Music Album of the Year	Voting by Jury
35	Jack Richardson Producer of the Year	Voting by Jury
36	Recording Engineer of the Year	Voting by Jury
37	Recording Package of the Year	Voting by Jury
38	Video of the Year – (sponsored by MuchFACT)	Jury / Members
39	Music DVD of the Year	Voting by Jury