

Virtuafil General Rules for Informal Exhibitions

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SECTION I: GENERAL PROVISIONS

ARTICLE 1: Preamble & Applicability

1.1: When configuring exhibitions using the Virtuafil Platform, there are two options for the Judging Standards: Advanced Judging Standards and Simple Judging Standards. The selection of one or the other of these options determines:

- the characterization of the exhibition as either an "Advanced" or "Informal" event;
- the available selection of Philatelic Classes for the exhibition;
- the criteria by which exhibits are judged in competitive Philatelic Classes;
- the grades of award medals, and points basis on which they are awarded.

1.2: The rules in this document ("Virtuafil General Rules for Informal Exhibitions") are applicable only to exhibitions conducted on the Virtuafil Platform where the option "Simple" Judging Standards has been selected, this characterizing the exhibition as an "Informal" event.

ARTICLE 2: Abbreviations and Definitions

2.1: To prevent unnecessary repetition, throughout this document we use various abbreviations. These are listed and defined in the table below:

Abbreviation	Definition
VMO	V irtuafil M ember O rganization
VMO Host	V irtuafil M ember O rganization or group of Virtuafil Member Organizations who host exhibitions in their name(s).
OC	O rganizing C ommittees for exhibitions
V-IREX	V irtuafil I ndividual R ules for E xhibitions

ARTICLE 3: Definition of the Concept of Exhibition Levels

3.1: With the goal of maximizing exhibitor inclusion and participation opportunities, Virtuafil redefines the traditional concept of exhibition "levels". In Virtuafil, levels are not based on a hierarchical scheme of points or awards earned by exhibitors at previous exhibitions in order to qualify for the next level. Instead, Virtuafil defines levels according to a matrix which combines the geographical scope of exhibitor participation and the judging standards applied at exhibitions. Accordingly, different levels of medals are awarded, depending on the exhibitions' Level Designation.

3.2: Virtuafil uses the following matrix to establish Exhibition Levels: Each level is fully defined in Section II.

Geographical Scope	Exhibition Level Designation		ARTICLE Reference
	Using Advanced Judging Standards	Using Simple Judging Standards	
Open Exhibitions	Level I – Advanced	Level I – Informal	Article 5
National Exhibitions	Level II – Advanced	Level II – Informal	Article 6
National Exhibitions with International Participation	Level III – Advanced	Level II – Informal	Article 7
International Exhibitions	Level IV – Advanced	Level IV – Informal	Article 8
Regional Exhibitions	Level V – Advanced	Level V – Informal	Article 9
Continental Exhibitions	Level VI – Advanced	Level VI – Informal	Article 10
Intercontinental Exhibitions	Level VII – Advanced	Level VII – Informal	Article 11
World Exhibitions	Level VIII – Advanced	Level VIII – Informal	Article 12

3.3: In the Level Designations, the level numbers (I-VIII) indicate the Geographical Scope (defined in Section II) whilst the characterizations "Advanced" and "Informal" indicate the level of the Judging Standard (defined in Section III). This document ("Virtuafil General Rules for Informal Exhibitions") applies only to exhibitions where Simple Judging Standards has been selected.

ARTICLE 4: Approval (Auspices & Recognition)

4.1: In Virtuafil, the concepts of "auspices" and "recognition" are synonymous. Exhibitions are proposed to the Board of Virtuafil by the exhibition Organizing Committees, hereafter referred to as "OC". If the Board of Virtuafil approves a proposal, this grants the recognition of Virtuafil for the exhibition, and under it's auspices. Approval status is granted under the following terms:

4.2: In the context of the Virtuafil Organization, approval status shall be defined as:

- a commitment by Virtuafil to provide access to the OC, to all the necessary components in the Virtuafil Platform, for the management of their exhibition, online;
- a commitment by Virtuafil to provide technical support to the OC, relating to the use of those components;
- a commitment by Virtuafil to promote the exhibition on it's website and on social media;
- permission from Virtuafil for the OC to use the Virtuafil name and logo for it's promotion of the exhibition.

4.3: Virtuafil DOES NOT provide "patronage" or any form of financial support for exhibitions. Approval status explicitly excludes all possible claims, financial or otherwise, against Virtuafil, by any party, for any and all costs relating to exhibitions conducted on its Platform.

4.4: Approval status obliges the OC to ensure that all the rules in this document ("Virtuafil General Rules For Informal Exhibitions") are followed and that any individual exhibition regulations (V-IREX) document the OC publishes, does not contravene the rules in this document.

4.5: Virtuafil Approval status can only be granted for exhibitions were the proposers are Virtuafil Member Organizations (hereafter referred to as "VMOs"). Non-members are not permitted to use the Virtuafil Platform to conduct exhibitions.

4.6: Proposals for Virtuafil exhibitions must originate from the VMOs through their representative Organizing Committee, the members of which must comprise individual personnel registered in the Virtuafil Platform as being associates of the VMO. Organizing Committees must use the appropriate online forms for exhibition proposals. Requests from non-member organizations, or using methods other than the online forms, will not be considered by the Board of Virtuafil.

4.7: The Board of Virtuafil will have a non-legally binding and informal understanding with the OC, for the conduct of a virtual philatelic exhibition with Approval status of Virtuafil. No formal or legally binding contract is formed or executed between Virtuafil and any other party.

4.8: For the technical and organizational control of a Virtuafil exhibition, the OC will review and approve the Individual Regulations document (hereafter referred to as the "V-IREX"), which is automatically generated by the Virtuafil Platform and based on a detailed online questionnaire. The V-IREX must be approved by all members of the OC before Approval status is sought. Subsequent modifications to the V-IREX require the explicit approval of the Board of Virtuafil and must be advised immediately to all involved parties.

4.9: For exhibitions with Virtuafil Approval status, the OC undertakes various obligations:

- to adhere to rules of this document ("Virtuafil General Rules for Informal Exhibitions");
- to adhere to the spirit and the rules the Code of Conduct for Exhibitions (see Section X);
- to actively promote public awareness the exhibition and public participation therein, using all forms of media at the OCs disposal, with specific emphasis on websites and social media.

4.10: If the OC does not adhere to the articles of this document ("Virtuafil General Rules for Informal Exhibitions") or fails to meet it's obligations, the Board of Virtuafil has the right, at any time, to withdraw its Approval and to remove the exhibition from public access on the Virtuafil website. In such cases, OCs will immediately be notified by the Board of Virtuafil.

SECTION II: EXHIBITION LEVELS: GEOGRAPHICAL SCOPE

ARTICLE 5: Open Exhibitions (Level I)

5.1: PURPOSE: In general, the purpose of this Level is to allow the creation of exhibitions with no specific geographical scope title, i.e. not defined as "national", "international" or otherwise. Such exhibitions can be open to exhibitors from any country and with material not related to any specific geographical area, although the OC has the option to restrict participants or participants' material to a specific country.

5.2: HOSTS: To configure an exhibition at this Level, only 1 VMO Host is required to be involved (unilateral). However, it is possible to involve other VMO Hosts, if so decided.

5.3: GEOGRAPHICAL SCOPE: There is no specific geographical scope to the exhibitions at this Level.

ARTICLE 6: National Exhibitions (Level II)

6.1: PURPOSE: In general, the purpose of this Level is to allow individual or multiple VMOs to host national exhibitions for their country where, either the exhibitors are from a the specified country or the exhibited philatelic material relates to that country. The country must be specified and can only be selected from one that exists in the Virtuafil Platform. Other, non-listed national entities are not supported.

6.2: HOSTS: To configure an exhibition at this level, only 1 VMO Host is required to be involved (unilateral). However, it is possible to involve other VMO Hosts, if so decided. The VMO Host must have some association with the specified country, either through it's physical location or through the philatelic material it studies.

6.3: GEOGRAPHICAL SCOPE: It is a matter for the OC to decide whether the term "national" applies to the exhibitors or to the material being exhibited. However, if the OC decides to apply the term to the exhibitors, then exhibitor participation is open to; persons born in the specified country, persons residing in the specified country, or persons who are citizens of the specified country.

ARTICLE 7: National Exhibitions with International Participation (Level III)

7.1: PURPOSE: In general, the purpose of this Level is to allow multiple VMOs to host national exhibitions for a primary country, together with one or more secondary countries, where, either the exhibitors are from any one of the specified countries or the exhibited philatelic material relates to any one of those countries. The countries must be specified and

can only be selected from those that exists in the Virtuafil Platform. Other, non-listed national entities are not supported.

7.2: HOSTS: To configure an exhibition at this level, at least 2 VMO Hosts are required to be involved (bilateral or multilateral). However, it is possible to involve other VMO Hosts, if so decided. At least one of the VMO Hosts must have some association with the specified primary country, either through it's physical location or through the philatelic material it studies.

7.3: GEOGRAPHICAL SCOPE: It is a matter for the OC to decide whether the term "national" applies to; the exhibitors or the material being exhibited. However, if the OC decides to apply the term to the exhibitors, then exhibitor participation is open to; persons born in any of the specified countries, persons residing in any of the specified countries, or persons who are citizens of any of the specified countries.

ARTICLE 8: International Exhibitions (Level IV)

8.1: PURPOSE: In general, the purpose of this Level is to allow multiple VMOs to host international exhibitions for multiple countries where, either the exhibitors are from any one of the specified countries or the exhibited philatelic material relates to any one of those countries. The countries must be specified and can only be selected from those that exist in the Virtuafil Platform. Other, non-listed national entities are not supported.

8.2: HOSTS: To configure an exhibition at this level, at least 3 VMO Hosts are required to be involved (multilateral). However, it is possible to involve other VMO Hosts, if so decided. At least two of the VMO Hosts must have some association with any of the specified countries, either through their physical location or through the philatelic material they study.

8.3: GEOGRAPHICAL SCOPE: It is a matter for the OC to decide whether the term "national" applies to; the exhibitors or to the material being exhibited. However, if the OC decides to apply the term to the exhibitors, then exhibitor participation is open to; persons born in any of the specified countries, persons residing in any of the specified countries, or persons who are citizens of any of the specified countries.

ARTICLE 9: Regional Exhibitions (Level V)

9.1: PURPOSE: In general, the purpose of this Level is to allow multiple VMOs to host sub-continental regional exhibitions for a group of countries, where, either the exhibitors are from any one of the specified countries or the exhibited philatelic material relates to any one of those countries, or to the region. The countries must be specified and can only be selected from those that exists in the Virtuafil Platform. Other, non-listed national entities are not supported.

9.2: HOSTS: To configure an exhibition at this level, at least 3 VMO Hosts are required to be involved (multilateral). However, it is possible to involve other VMO Hosts, if so decided. At least two of the VMO Hosts must have some association with any of the specified countries, either through their physical location or through the philatelic material they study.

9.3: GEOGRAPHICAL SCOPE: It is a matter for the OC to decide whether the term "national" applies to; the exhibitors or to the material being exhibited. However, if the OC decides to apply the term to the exhibitors, then exhibitor participation is open to; persons born in any of the specified countries, persons residing in any of the specified countries, or persons who are citizens of any of the specified countries.

ARTICLE 10: Continental Exhibitions (Level VI)

10.1: PURPOSE: In general, the purpose of this Level is to allow multiple VMOs to host continent-wide exhibitions to include all countries in a selected continent, where, either the exhibitors are from any one of the specified countries or the exhibited philatelic material relates to any one of those countries, or to the continent. The countries must be specified and can only be selected from those that exists in the Virtuafil Platform. Other, non-listed national entities are not supported.

10.2: HOSTS: To configure an exhibition at this level, at least 4 VMO Hosts are required to be involved (multilateral). However, it is possible to involve other VMO Hosts, if so decided. At least three of the VMO Hosts must have some association with any of the specified countries, either through their physical location or through the philatelic material they study.

10.3: GEOGRAPHICAL SCOPE: It is a matter for the OC to decide whether the term "national" applies to; the exhibitors or to the material being exhibited. However, if the OC decides to apply the term to the exhibitors, then exhibitor participation is open to; persons born in any of the specified countries, persons residing in any of the specified countries, or persons who are citizens of any of the specified countries.

ARTICLE 11: Intercontinental Exhibitions (Level VII)

11.1: PURPOSE: In general, the purpose of this Level is to allow multiple VMOs to host continent-wide exhibitions to include all countries in two selected continents, where, either the exhibitors are from any one of the specified countries or the exhibited philatelic material relates to any one of those countries, or to one of the continents. The countries must be specified and can only be selected from those that exists in the Virtuafil Platform. Other, non-listed national entities are not supported.

11.2: HOSTS: To configure an exhibition at this level, at least 5 VMO Hosts are required to be involved (multilateral). However, it is possible to involve other VMO Hosts, if so decided. At least four of the VMO Hosts must have some association with any of the specified countries, either through their physical location or through the philatelic material they study.

11.3: GEOGRAPHICAL SCOPE: It is a matter for the OC to decide whether the term "national" applies to; the exhibitors or to the material being exhibited. However, if the OC decides to apply the term to the exhibitors, then exhibitor participation is open to; persons born in any of the specified countries, persons residing in any of the specified countries, or persons who are citizens of any of the specified countries.

ARTICLE 12: World Exhibitions (Level VIII)

12.1: PURPOSE: In general, the purpose of this Level is to allow multiple VMOs to host world-wide exhibitions to include all countries.

12.2: HOSTS: To configure an exhibition at this level, at least 6 VMO Hosts are required to be involved (multilateral). However, it is possible to involve other VMO Hosts, if so decided.

12.3: GEOGRAPHICAL SCOPE: The scope world-wide.

SECTION III: EXHIBITION LEVELS: SIMPLE JUDGING STANDARDS

ARTICLE 13: About Simple Judging Standards

13.1: PURPOSE: Exhibitions configured to use Simple Judging Standards are intended to introduce novice collectors or novice exhibitors to the philatelic exhibiting experience, in an informal, non-academic, enjoyable and educational way.

13.2: CHARACTERIZATION AND LEVEL DESIGNATION OF THE EXHIBITION: Exhibitions configured to use Simple Judging Standards are characterized as "Informal" events and the word "Informal" will be included in exhibition Level Designation. For example: "LEVEL I – Informal", "LEVEL II – Informal" etc..

13.3: PHILATELIC CLASSES: Exhibitions configured to use Simple Judging Standards will be able to use all Philatelic Classes, including "General Collections", where the nature of the material is not specified.

13.4: JUDGING CRITERIA: Exhibitions configured to use Simple Judging Standards will not use formal evaluation criteria. Instead, the Jury Members will award overall points, on a scale from 5 to 10, for each exhibit, based on their personal opinion of the exhibit.

ARTICLE 14: Awards, Medals & Points

14.1: OCs of exhibitions configured to use Simple Judging Standards, will be able to award medals and certificates to exhibitors, at various grades from "Certificate of Participation" up to "Jury Gold Medal".

14.2: The grades of award medals and the jury points basis on which they are awarded, are specified in the table below:

Medal/Certificate	"Beginner" Jury Points	"Intermediate" Jury Points	"Advanced" Jury Points
Gold Medal	8-10	9-10	10
Silver Medal	7	8	9
Bronze Medal	6	7	8
Certificate of Participation	5	5-6	5-7

14.3: In Philatelic Classes where no Class Groups have been specified, the applicable awards/points basis is the "Advanced" scale by default.

14.4: In Philatelic Classes where Class Groups have been specified, the applicable awards/points basis for each Class Group will be specified in the V-IREX document of the exhibition, but regardless of the name given by the OC to the Class Group, the awards/points basis will always within one of the scales listed in the table above.

SECTION IV: PHILATELIC CLASSES

ARTICLE 15: Available Philatelic Classes

15.1: For Informal Virtuafil exhibitions the available Philatelic Classes are presented in the following table, in alphabetical order:

Philatelic Class	Competitive	Intended for:	Literature & Websites
Aerophilately	Optional	Airmail and related material	No
Astrophilately	Optional	Philatelic space, rocketry and related material	No
Experimental Exhibits	Optional	Hybrid collections of philatelic and related material	No
First Day Covers	Optional	FDCs and all material related to "first day of issue"	No
General Collections	Yes	Generic and unspecified general philatelic material	No
Jury	No	All philatelic material belonging to members of the Jury	No
Literature (Digital)	Optional	Digital philatelic literature of any kind	Literature
Maximaphily	Optional	Maximum cards	No
Other Non-Competitive Collections	No	All philatelic material excluding literature and websites, out of competition	No
Official	No	Any philatelic material belonging to national postal operators and postal authorities, postal museums, postage stamp printers, postage stamp designers and engravers	No
Open Philately	Optional	Hybrid philatelic material combining two or more philatelic classes	No
Picture Postcards	Optional	Photo postcards and illustrated postcards	No
Postal History	Optional	Material related to the history of postal services	No
Postal Stationery	Optional	Envelopes, postcards and all other philatelic material with impressed postage stamps	No
Revenues	Optional	All philatelic material relating to non-postal stamps	No
Thematic Philately	Optional	Topical or thematic material	No
Traditional Philately	Optional	All philatelic material relating to postage stamps (including "modern" philately)	No
Websites	Optional	Philatelic websites, blogs and non-commercial online catalogues	Websites

15.2: The OC has the option to individually set competitive status for each selected Philatelic Class. The exceptions being:

- **General Collections** (always competitive);
- **Jury** (always non-competitive);
- **Official** (always non-competitive);
- **Other Non-Competitive Collections** (always non-competitive);

15.3: The Philatelic Class **General Collections** is only available for exhibitions using Simple Judging Standards. This Philatelic Class is always competitive and cannot be changed. This Philatelic Class is entirely generic in nature and there are no specifications regarding the type or the nature of the material it includes, with the exception of literature and websites.

15.4: At least one Philatelic Class must be selected and of those, at least one must be set to Competitive.

15.5: For the **Jury** Philatelic Class, participation is restricted to the members of the exhibition Jury.

15.6: For the **Official** Philatelic Class, participation is restricted to:

- national postal operators and postal authorities;
- postal museums;
- postage stamp printers;
- postage stamp designers and engravers.

ARTICLE 16: Philatelic Class Groups

16.1: In addition to the available Philatelic Classes, OCs have the option to create Philatelic Class Groups whose names are customizable for each Class and for each exhibition.

16.2: The OC can configure an unlimited number of Philatelic Class Groups for each exhibition.

16.3: When configuring a Class Group, the OC must assign an awards/points basis to it and this basis must be chosen from one of the available options according to Article 14 above.

16.4: The existence of Class Groups sub-divides the presentation of the Awards (Palmares) document into the various names given for each group. Examples might include age groups or philatelic experience levels.

SECTION V: EXHIBITION NUMBERS AND CAPACITIES

ARTICLE 17: Size of the Exhibition and Number of Exhibitors

17.1: There are no minimum exhibit number requirements for Virtuafil exhibitions. The OC may use the table below as a guide to ensure the credibility of exhibitions:

Geographical Scope	Expected Number of Exhibits
Open Exhibitions (Unspecified Geographic Scope)	15
National Exhibitions	40
International Exhibitions	75
Regional Exhibitions	150
Continental & Intercontinental Exhibitions	300
World Exhibitions	500

17.2: There are no maximum exhibit numbers for Virtuafil exhibitions. However, the OC has the option of setting a maximum quota if necessary, due to limited availability of Jury personnel.

ARTICLE 18: Exhibits – Frames, Numbers and Specifications

18.1: Since all Virtuafil exhibitions are virtual, the traditional rules for physical exhibit frames do not apply. Virtuafil does not use frames, frame numbers or other traditional frame specifications. Instead, for Virtuafil exhibitions digital images are used, either scans or photos.

18.2: In all Philatelic Classes with the exceptions of “Literature” and “Websites” where external link addresses can be used, the minimum number of exhibit images is 1. There is no maximum number of exhibit images.

18.3: The Virtuafil Platform supports direct uploading of digital exhibit images by participants in both JPG and PDF format.

18.4: The maximum supported file size for a single JPG image upload is 2MB. The maximum supported file size for a single PDF file upload is 20MB. All image files uploaded onto the Virtuafil server are automatically renamed according to internal system parameters.

18.5: For the Philatelic Class “Literature”, rather than uploading large PDF files, it is possible to specify an external web address pointing to a file residing on an external server.

18.6: For the Philatelic Class “Websites”, no file upload is required and the exhibitor simply specifies an external web address pointing to the exhibit website.

18.7: The best quality digital images (photographs or scans) should be used and they should be made at resolutions of 300 DPI or above. Resolutions below 300 DPI can result in severe loss of quality and readability.

ARTICLE 19: Number of Virtuafil Member Organization Hosts

19.1: A Virtuafil Member Organization Host (or VMO Host) is a Virtuafil Member Organization or group of Member Organizations who host (conduct) exhibitions in their name(s).

19.2: Depending on it’s Geographical Scope, the number of VMO Hosts required to configure an exhibition is given in the following table:

Geographical Scope	VMO Hosts
Open Exhibitions (Unspecified Geographical Scope)	1
National Exhibitions	1
National Exhibitions with International Participation	2
International Exhibitions	3
Regional Exhibitions	3
Continental Exhibitions	4
Intercontinental Exhibitions	5
World Exhibitions	6

SECTION VI: EXHIBITOR PARTICIPATION

ARTICLE 20: Qualifications for Exhibitor Participation

20.1: In the Constitution of Virtuafil, ARTICLE 9 states that a basic rule for virtual exhibitions is to allow access to the general public to view and to participate. On this basis, the following

prerequisites for exhibitor participation at Virtuafil exhibitions are **not permitted**:

- the requirement for exhibitors to be a members of or affiliated with, any club, group, society, institution or other organization;
- the requirement for exhibitors to have earned points, medals or awards of any kind, at any level, in any country or in any philatelic class, at any previous philatelic exhibitions, whether conducted by Virtuafil or by any other philatelic organization.

20.2: OCs wishing to restrict exhibition participation to specific countries, regions or continents, must specify all the countries involved. In such cases, the OC has the option to define the word "national" as applying to the exhibitor or to the material being exhibited but not to both. In all cases where the OC decides to define the word "national" as applying to the exhibitor, then this definition will apply to any of: the exhibitor's country of birth, the exhibitor's country of citizenship or the exhibitor's country of residence.

20.3: If the exhibition includes the "Thematic" Philatelic Class, it is permitted for the OC to restrict participation in this Class to exhibits relating to clearly specified themes.

20.4: Individual members of the exhibition Jury are prohibited from participation in all exhibition Classes with the exception of the non-competitive Jury Class.

20.5: Individual members of the exhibition OC are permitted to participate in all competitive exhibition Classes, provided they are not also members of the exhibition Jury.

20.6: In the exhibition Class "Websites", only websites of a primarily non-commercial philatelic nature are eligible for participation. Websites that are primarily online shops, stores or other trading platforms are not eligible for participation.

20.7: Individuals who have threatened or instituted legal proceedings against Virtuafil, or against the founding members of Virtuafil, or against the respective individual members thereof, and individuals with a history of enmity towards Virtuafil, or towards the founding members of Virtuafil, or towards the respective individual members thereof, are expressly excluded from participation at all Virtuafil exhibitions.

ARTICLE 21: Owners, Authors & Intellectual Rights

21.1: Where exhibitors participate at exhibitions, under their own name, they must be the owners of the material being exhibited.

21.2: Where exhibitors participate at exhibitions, under the name of an organization, institution or any other entity, they must have the consent of the entity and the entity must be the owner of the material being exhibited.

21.3: In the cases of philatelic literature and websites, where exhibitors participate at exhibitions under their own name, exhibitors must be authors of the material and the owners of the copyrights. In such cases, the copyright owner grants Virtuafil irrevocable permission to reproduce and display the exhibit material on the Virtuafil Platform.

21.4: In the cases of philatelic literature and websites, where exhibitors participate at exhibitions under the name of an organization, institution or any other entity, they must have the consent of the entity and the entity must be owner of the material and the owner of the copyrights. In such cases, the copyright owner grants Virtuafil irrevocable permission to reproduce and display the exhibit material on the Virtuafil Platform.

ARTICLE 22: Age Groups

22.1: The Virtuafil Platform does not automatically support age groups. OC's may configure the Philatelic Class Groups options to name specific age groups (see Articles 14 and 16) but there is no automatic verification of the dates of birth of participants because date of birth information is not captured by the platform. OC's must manually verify the authenticity of dates of birth.

ARTICLE 23: Applications for Exhibitor Participation

23.1: All applications for exhibitor participation at Virtuafil exhibitions must be submitted using the online forms provided on the Virtuafil website. There is no other method by which applications can be submitted or accepted.

23.2: Once submitted, the online application form data will be stored in the Virtuafil database. The Chief of the exhibition OC will be directly notified of the application and all members of the OC will have online access to the form data.

23.3: For administrative purposes, the application form data is also available to properly authorized Virtuafil Platform Administrators.

23.4: All participants at Virtuafil exhibitions must create a Virtuafil user account using the appropriate online form. It is not possible to participate at Virtuafil exhibitions without a user account.

23.5: Personal data is not sent to parties unrelated to Virtuafil. In Virtuafil, there are no "National Commissioners", "Consultants" or other intermediary parties.

23.6: The process of handling and processing the application for participation is carried out by the members of the OC.

23.7: When submitting the application form, exhibitors must make a declaration of their personal ownership or authorship of the exhibit, or a declaration confirming their receipt of permission from the owning or authoring entity they represent, to exhibit the material in the exhibition. Additionally, the applicant must agree to accept all Virtuafil regulations.

ARTICLE 24: Decisions on Applications for Participation

24.1: The exhibition OC decides whether an application for participation is to be accepted or rejected. In cases of rejection of an application, reasons must be given.

24.2: Individuals who have threatened or instituted legal proceedings against Virtuafil, or against the founding members of Virtuafil, or against the respective individual members thereof, and individuals with a history of enmity towards Virtuafil, or towards the founding members of Virtuafil, or towards the respective individual members thereof, are expressly excluded from participation at all Virtuafil exhibitions and exhibition OCs will not consider exhibitor application from such individuals.

ARTICLE 25: Confirmation of Acceptance of Exhibitor Application

25.1: Decisions on acceptance or rejection of exhibitor applications will be sent directly to the exhibitor by automated email.

ARTICLE 26: Obligations of the Exhibitor

26.1: At Informal exhibitions with Simple Judging Standards, every exhibitor is required to abide by the rules of the documents; "Virtuafil General Rules for Informal Exhibitions" and V-IREX.

26.2: At all Virtuafil exhibitions, exhibitors are required to adhere to the spirit and the rules the Code of Conduct as it relates to exhibitors (see Section X).

26.3: At Virtuafil exhibitions, it is the responsibility of the exhibitors to manage their own exhibit displays. In the virtual environment, "mounting" of the displays involves uploading digital images of the exhibit sheets. The Virtuafil Platform provides all the necessary online facilities for exhibitors to achieve this. Mounting of displays within the timeframe established by the OC, is an obligation of the exhibitor.

ARTICLE 27: Pseudonyms

27.1: To protect the identity of individuals who own very valuable philatelic collections, exhibitors have the option of participation under a pseudonym. The true identity of the exhibitor will be known to the members of the OC and the Jury but will not be displayed to the general public.

ARTICLE 28: Artificial Digital Material

28.1: Virtual exhibitions expose the organizers to the risk of admitting artificial digital material into competition. Artificial digital material is defined as:

- Non-existent philatelic material, created with software;
- Scans or photographs of philatelic material, obtained from third parties, incorporated into an exhibit;
- Philatelic material digitally altered to change colour, perforations etc..

The philatelic material being exhibited must physically exist and belong to the exhibitor. To combat the risk of artificial digital material, the Jury has the right to request any exhibitor to send photographs of the material alongside their passport or other identity card. Failure to comply with such a request may result in immediate disqualification.

ARTICLE 29: Disqualification

29.1: Disqualification will occur if the an exhibitor:

- fails to exhibit or fails to upload the exhibit images in a timely manner;
- gives false or misleading information in the application form;
- is deemed by the Jury to have presented an exhibit containing artificial digital material;
- fails to comply with the rules of the Code of Conduct as it relates to exhibitors (see Section X).

SECTION VII: JURIES

ARTICLE 30: Appointment and Composition of the Jury

30.1: Potential Jury members are invited by the exhibition OC. If the invitation is accepted, the Jury member is appointed.

30.2: Jury members do not require formal accreditation. However, there is an option in the Virtuafil Platform to indicate if any Jury member is accredited and by which institution(s).

30.3: The minimum number of Jury members required for exhibitions is 2. There is no maximum number.

30.4: Members of the OC may serve as Jury members.

30.5: The Chief of the Jury is nominated by the OC and has the power to break all ties. All other Jury members have equal voting rights.

30.6: There are no restrictions on the nationalities of Jury members or on their affiliations with VMOs.

30.7: Names of Jury members will be submitted to the Board of Virtuafil as part of the overall submission of the exhibition proposal by the OC.

30.8: In the Virtuafil Platform, jury services are carried out on a voluntary basis and Virtuafil will not be responsible for the payment of fees or expenses for such services. If the OC and the Jury members want to make private arrangements in this regard, such arrangements are outside the scope of the Virtuafil Platform and organization.

30.9: The Jury shall meet in closed sessions, either in person or virtually. Its decisions are final.

30.10: The work of the jury is confidential and all Jury members are required to respect this during judging process. The results of the judging must to be kept secret until they are announced by the OC.

ARTICLE 31: Jury Teams

31.1: The Chief of the Jury shall allocate the task of judging to Jury Teams, chosen to reflect their specialised knowledge. The Chief of the Jury will determine the number of exhibits to be judged by each Jury Team.

ARTICLE 32: Judging of Philatelic Classes

32.1: The Jury has the authority to transfer an exhibit from one Philatelic Class to another if it considers it is justified.

32.2: Where Philatelic Class Groups have been created by the OC, the medal awards points scheme is strongly weighted in favour of "Beginner" and "Intermediate" exhibitors. There is no absolute definition of these groups and exhibitors are required to self-categorize themselves at the time of their exhibit application. The Jury has the authority to transfer an exhibit from one Philatelic Class Group to another if it considers it is justified, and not necessarily to the benefit of the exhibitor.

ARTICLE 33: Jury Members' Access to the Virtuafil Platform

33.1: Jury voting is performed online using the Virtuafil Platform.

33.2: Individual members of the Jury will have secure access to the Virtuafil Platform where they will be able to view and control all aspects of the Jury work.

33.3: If a Virtuafil user account does not already exist for the Jury member, the Chief of the Jury can create new one, together with a User Name and Password which will be

automatically sent to the Jury member by email. Jury members can login to the Virtuafil website using these credentials.

ARTICLE 34: Responsibilities of the Jury

34.1: The Jury is responsible for strict observance this document (“Virtuafil General Rules for Informal Exhibitions”) and all other regulations.

34.2: Members of the Jury are required to adhere to the spirit and the rules the Code of Conduct as it relates to Jury members (see Section X).

34.3: The Jury is responsible for actively managing all aspects of the exhibit evaluations and the of the points process, in a prompt and timely manner. There should be no unnecessary delays in the finalization of the processes, resulting in delays in the publication of the Palmares document.

SECTION VIII: PUBLIC VOTING

ARTICLE 35: The Public Voting System

35.1: Public (or popular) voting is an integral component of the Virtuafil exhibitions program and is completely separate from Jury voting. The Public Voting system is completely automated and cannot be controlled by the VMOs, the OCs, the Jury or the exhibitors.

35.2: Public Voting works on a simple popularity basis. Members of the general public who see the various exhibits at a Virtuafil exhibition online, can click a special “VOTE” button. Each exhibit will have it’s own VOTE button and clicking on it will cast a single vote for that exhibit.

35.3: In any exhibition, individual public voters can click the VOTE button for as many exhibits as they want, but they can only click the button once per exhibit. Once cast, a public vote cannot be uncast.

35.4: Public voting does not require registration and no user account is created.

35.5: At the end of the exhibition, the exhibit with the top number of votes will be declared the winner of the Popular Vote. Neither the VMO Hosts nor the OC has any obligation to recognize these votes nor to award any special prizes. However, the Virtuafil Platform will automatically publish the name of the winner and award the “Popular Vote Trophy”, in the form of a downloadable digital certificate.

35.6: For all exhibits, regardless of their competitive or non-competitive status and regardless of their Philatelic Class, Public Voting is enabled and cannot be disabled. The VOTE button is active from the date the exhibition is open for viewing to the general public and becomes disabled on the date of the closing of the exhibition.

SECTION IX: ORGANIZING COMMITTEE (OC)

ARTICLE 36: Appointment and Composition of the OC

36.1: Potential OC members and it’s Chief are invited by the by agreement between the VMOs hosting the exhibition. If the invitation is accepted, the OC member is appointed.

36.2: Members of the OC may also serve as Jury members.

36.3: All individual members of the OC must be affiliates of one or more of the VMO Hosts.

36.4: The OC must have at least two members and each VMO Host must be represented by at least 1 OC member affiliated to them. There is no maximum number of OC members.

36.5: Names of OC members should be submitted to the Board of Virtuafil as part of the overall submission of the exhibition proposal by the OC.

ARTICLE 37: OC Members' Access to the Virtuafil Platform

37.1: Management of exhibitions is performed online using the Virtuafil Platform.

37.2: Individual members of OCs will have secure access to the Virtuafil Platform where they will be able to view and control all aspects of the exhibition management.

37.3: If a Virtuafil user account does not already exist for the nominated OC member, the Chief of the OC can create new one, together with a User Name and Password which will be automatically sent to the nominee by email. OC members can login to the Virtuafil website using these credentials.

ARTICLE 38: Responsibilities of the OC

38.1: The OC is responsible for strict observance this document ("Virtuafil General Rules for Informal Exhibitions") and all other regulations.

38.2: Members of the OC are required to adhere to the spirit and the rules the Code of Conduct as it relates to Organizing Committee members (see Section X).

38.3: The OC is responsible for the authoring of and adherence to, the document "Individual Rules of the Exhibition (V-IREX).

38.4: The OC is responsible for actively managing all aspects of the exhibition in a prompt and timely manner.

38.5: The OC is responsible for appointing the members of the Jury.

38.6: The OC is responsible for direct interaction with the exhibitors and for responding to their enquiries.

38.7: The OC is responsible for promoting and advertising the exhibition among philatelists.

38.8: The OC is responsible for processing applications for participation, for reviewing the details contained in the submitted forms, and for taking the necessary steps to satisfy themselves that the form data is accurate and complete.

38.9: The OC is responsible for approving or rejecting all applications for participation and for giving reasons to applicants for rejections.

SECTION X: CODE OF CONDUCT

ARTICLE 39: Code of Conduct General Stipulations

39.1: The Board of Virtuafil has a zero-tolerance policy towards racism, xenophobia, national prejudice, sexism, ageism, hate speech, threats of violence or the use of violent or offensive language, abusing or threatening behaviour, propagation of fake news or propaganda of any kind, aggressive threats of legal actions, and any acts of extremism, elitism or exclusionism. Any party found to be using the Virtuafil Platform to engage in any of these acts will be expelled and permanently banned from accessing the Platform. The decisions of the Board of Virtuafil on these matters will be final.

ARTICLE 40: Code of Conduct For Member Organizations

40.1: Virtuafil Member Organizations (VMOs) are obliged to foster and to protect the spirit of the Virtuafil vision which is inclusion, not exclusion, and to respect the Articles the Virtuafil Constitution.

40.2: It is expressly forbidden to conduct private exhibitions with visible or disguised restrictions on exhibitor participation in order to exclude everyone except the affiliates of the VMOs own organization, simply for the self-promotion of its members or for their personal glorification.

40.3: Member Organizations will not attempt to exploit loopholes in the regulations or in the Virtuafil Platform to conduct exhibitions that are closed to participation by members of the general public.

ARTICLE 41: Code of Conduct For Members of Organizing Committees (OCs)

41.1: OC members are responsible for the acceptance or rejection of applications for exhibitor participation at exhibitions. It is forbidden to base these decisions on any criteria other than those expressed in the documents: "Virtuafil General Rules for Informal Exhibitions" or the V-IREX of the exhibition.

41.2: Regardless of the Philatelic Class selected, exhibitor participation cannot be restricted to applicants who were awarded points or medals at previous exhibitions.

41.3: OC members will not attempt to exploit loopholes in the regulations or in the Virtuafil Platform to conduct exhibitions that are closed to participation by members of the general public.

41.4: OC members will be kind and courteous in their dealings with applicants for participation at exhibitions being conducted.

41.5: It is absolutely forbidden to conduct continental or intercontinental exhibitions that exclude certain countries in those continents.

41.6: It is absolutely forbidden to charge participants money or to demand any other benefits to permit participation.

ARTICLE 42: Code of Conduct For Jury Members

42.1: Jury members will keep the details of their deliberations confidential at all times.

42.2: Jury members will base their evaluations solely on their philatelic opinions of the material under judgement.

42.3: In their evaluations, Jury members will not be influenced by any outside individual or organization, for any reason.

42.4: Jury members are not forbidden from accepting fees for their professional services but any such arrangements are totally outside the scope of the Virtuafil organization and the Virtuafil Platform, and the Board of Virtual accept no responsibility or liability for any such arrangements.

42.5: Jury members are obliged to provide honest and fair assessments to exhibition participants and to be kind and courteous in their dealings with participants.

ARTICLE 43: Code of Conduct For Exhibitors

43.1: It is absolutely forbidden for exhibitors to bully, intimidate or harass other exhibitors, members of the OC or members of the Jury or to try to gain unfair advantages.

43.2: Exhibitors are forbidden from participating at exhibitions with digitally created or digitally modified material purporting to be scans or photographs of genuine, original material.

43.3: Exhibitors are forbidden from participating at exhibitions with material that is not their personal property, unless the exhibitor is representing an organization, in which case, the exhibited material must be the property of that organization and the proper authorization has been granted by the organization to the exhibitor.

SECTION XI: LANGUAGES AND TIME ZONES

ARTICLE 44: Administration and Communications Languages

44.1: As the most widely understood language in the world, the Board of Virtuafil deems English to be the international language of the organization.

44.2: Virtuafil was founded in Brazil. Administration and communications are conducted in the Portuguese, Spanish and English languages.

44.3: Communications between Virtuafil and parties located in **Portuguese-speaking countries** should be conducted in the **Portuguese** language.

44.4: Communications between Virtuafil and parties located in **Spanish-speaking countries** should be conducted in the **Spanish** language.

44.5: Communications between Virtuafil and parties located in **all other countries** should be conducted in the **English** language.

44.6: The secure administration areas of the Virtuafil Platform, used for the management of exhibitions, operates in the Portuguese, Spanish and English languages.

ARTICLE 45: Other Languages

45.1: The Board of Virtuafil makes strenuous efforts to support exhibitions all over the world and to encourage as much participations as possible from international exhibitors. But there are hundreds of national languages and to fully integrate all of them would be an impossible task. To use the Virtuafil Platform in languages other than Portuguese, Spanish and English, it is recommended that the website is viewed in the Google Chrome browser where automatic translations for 100+ national languages and alphabets is supported.

ARTICLE 46: Exhibition Languages

46.1: Approved Exhibition Languages are those languages in which applications for participation and exhibit material are written, that the OC will consider. OCs must keep in mind that all exhibitions approved by the Board of Virtuafil will extend invitations for participation to members of the general public all over the world. Since English is deemed by the Board of Virtuafil to be the international language of the organization, English must be included as one of the Approved Exhibition Languages for all Virtuafil exhibitions, regardless of the exhibition's Geographical Scope.

46.2: Approved Exhibition Languages consist of a combination of **Exhibition Presentation Languages** and **Additional Exhibition Languages**.

46.3: Exhibition Presentation Languages are those languages in which the exhibition web pages and other documentation are presented. These languages are automatically determined by the Platform and depend on the exhibition's Geographic Scope and the national languages of the countries involved. Exhibition Presentation Languages can comprise any of English, Portuguese or Spanish where English is always automatically selected.

46.4: Additional Exhibition Languages: For Informal exhibitions, all languages are Additional Exhibition Languages and applications for participation in any language must be considered.

46.5: Approved Exhibition languages follow the rules according to the table below:

Geographical Scope	National Language of Host Country or Countries Involved	←---- Approved Exhibition Languages ----→			
		Exhibition Presentation Language 1	Exhibition Presentation Language 2	Exhibition Presentation Language 3	"Informal" Exhibition Additional Languages
Open, National, National with International Participation, International and Regional Exhibitions	English	English	-	-	All Languages
	Portuguese	English	Portuguese	-	All Languages
	Spanish	English	Spanish	-	All Languages
	Portuguese & Spanish	English	Portuguese	Spanish	All languages
	Other	English	-	-	All Languages
Continental Exhibitions in South America		English	Portuguese	Spanish	All Languages
Continental Exhibitions in North America		English	Spanish	-	All Languages
Continental Exhibitions outside the Americas		English	-	-	All Languages
Intercontinental Exhibitions involving South America		English	Portuguese	Spanish	All Languages
Intercontinental Exhibitions involving North America		English	Spanish	-	All Languages
Intercontinental Exhibitions not involving the Americas		English	-	-	All Languages
World Exhibitions		English	Portuguese	Spanish	All Languages

ARTICLE 47: Time Zones

47.1: VMO Hosts and OCs must remember that all Virtuafil exhibitions extend invitations for participation to members of the general public from all over the world and living in various time zones. This has an impact on key dates and deadlines. Virtuafil exhibitions use a single time zone, Greenwich Mean Time (GMT). All critical dates and deadlines are based on GMT and the current GMT date and time is displayed at the top of all Virtuafil web pages and is the official Virtuafil date and time.

SECTION XII: RELATIONSHIPS WITH OTHER INSTITUTIONS

ARTICLE 48: Virtuafil and the FIP/APS

48.1: At present, there are no agreements or understandings between Virtuafil and the Fédération Internationale de Philatélie (FIP) or the American Philatelic Society (APS). Medals and points awarded at Virtuafil exhibitions cannot be considered as qualifying any exhibit for participation at exhibitions conducted under the auspices of the FIP or the APS.

SECTION XIII: PRIVACY, DATA AND PERSONAL SAFETY

ARTICLE 49: Privacy

49.1: Virtuafil takes privacy very seriously, especially in the online, virtual environment where we operate. Virtuafil does not sell or otherwise distribute personal information stored in our database to marketing agencies or other advertising enterprises.

49.2: It is forbidden for VMOs, OCs, exhibitors or any other party involved in Virtuafil operations to reveal personal information stored in the Virtuafil database to outside parties.

ARTICLE 50: Data Security

50.1: All data submitted to Virtuafil from your internet-connected device is encrypted in transit to the Virtuafil servers using industry-standard SSL technology.

50.2: All personally identifying information is stored in the Virtuafil database in encrypted form. Even if the data was stolen, it would be unreadable by unauthorized parties.

ARTICLE 51: Personal Safety

51.1: Virtuafil is intended to be a safe virtual space for philatelists of all ages and nationalities. Trolls, hecklers, hackers, propagators of fake news, groups or individuals with a history of enmity towards Virtuafil, or to the founding members of Virtuafil, or to the respective individual members thereof, are expressly excluded from participation at all exhibitions on Virtuafil and from access to Virtuafil online services. Perpetrators will be identified and banned from the Virtuafil Platform. In such cases, decisions of the Board of Virtuafil are final.

SECTION XIV: FINAL PROVISIONS

ARTICLE 52: Language of this Document

52.1: In the event of any discrepancies in the text arising from translation, the English text of this documents shall prevail.

ARTICLE 53: Exceptions

53.1: Exceptions to the provisions of this document ("Virtuafil General Rules for Informal Exhibitions") may only be made by the Board of Virtuafil.