

GENERAL TERMS OF SERVICE APOLLO SERIES

SERVICE PROVIDER IDENTIFICATION

Service Provider Name: Association du Festival International des Séries de Lille/Hauts-de-France
Non-profit organization under French Law of 1901
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ARTICLE 1 / PURPOSE AND ACCEPTANCE OF THESE GENERAL TERMS

These General Terms aim to govern the relationship between the Association du Festival International des Séries de Lille/Hauts-de-France (hereinafter referred to as SERIES MANIA INSTITUTE), and the APPLICANT and PARTICIPANT, a professional selected to take part in the APOLLO SERIES program, hereinafter referred to as the PARTICIPANT.

Prior to applying, the APPLICANT acknowledges having received sufficient information about the APOLLO SERIES program to ensure it suits their needs.

These General Terms of Service take precedence over any other document issued by the APPLICANT or PARTICIPANT, including their general terms of purchase, which they expressly waive.

These General Terms, along with the participation agreement (a separate document signed by the selected PARTICIPANT), are inseparable and together constitute the contractual framework governing the relationship between the PARTICIPANT and SERIES MANIA INSTITUTE.

ARTICLE 2 / PRESENTATION OF THE PROGRAM

2.1 / GENERAL INFORMATION

The APOLLO SERIES program (hereinafter the PROGRAM) is a non-degree, Qualiopi-certified program.

At the end of the PROGRAM, a certificate of completion will be issued to each PARTICIPANT who has attended.

2.2 / PROGRAM DESCRIPTION

2.2.1 Apollo Series is a program designed and developed by Series Mania Institute in partnership with MIA | Mercato Internazionale Audiovisivo and Göteborg Film Festival's TV Drama Vision.

The program strengthens the packaging phase of series projects by deepening expertise in the financial and artistic aspects of European co-productions, while providing access to key industry events. It will take place over three sessions:

- The first session in Rome (Italy) at **MIA | Mercato Internazionale Audiovisivo**
- The second session in Gothenburg (Sweden) at **Göteborg Film Festival's TV Drama Vision**
- The final session in Lille (France) at **Series Mania Forum**

Additional individual online meetings with mentors are also included as part of the workshop (3 with the creative mentor, 3 with the business mentor).

2.2.2 This program is intended for European producers who meet one of the following profiles:

- Producers with at least one credit on a live-action series produced at the national level, but who are new to the European co-production landscape.
- Producers with prior production experience in fiction, documentary, or feature films, working within a production company that already has experience in live-action series production at the national level, but is new to European co-productions.

Each session includes between a minimum of 8 and a maximum of 10.

2.2.3 Eligibility requirements for applying:

- Be a natural person;
- Be at least 18 years old;
- Hold citizenship or long-term residence status in one of the following countries: Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Georgia, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, the Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine or the United Kingdom;
- Project based on a live-action fictional series project at an advanced stage of development, but not yet in production ;
- Project presenting a co-production opportunity, for example by involving at least two European countries or two main characters speaking different European languages ;
- Project must have an attached writer who is available for online meetings with the creative mentor during the program;

Series projects adapted from existing IP (books, video games, etc.) are accepted on condition that the participant can prove that they hold the audio-visual adaptation rights to this IP.

Program organizers, including SERIES MANIA INSTITUTE staff and partners directly involved in the coordination of APOLLO SERIES, are not eligible to apply.

PROGRAM objectives, teaching methods, content, dates and times, evaluation methods, and SERIES MANIA INSTITUTE's contact details are detailed on the website:

<https://seriesmania.com/institute/en/program/apollo-series-workshop-european-producers/>.

2.3 / PROGRAM LANGUAGES

The PROGRAM is conducted in English. All educational materials are in English. All presentations and materials produced by PARTICIPANTS during the PROGRAM must also be in English.

ARTICLE 3 / PROGRAM COST

The PROGRAM fee per PARTICIPANT is €4,200 (excluding VAT).

This fee covers the PROGRAM registration fee for the sessions on site and online, and one accreditation per industry event (MIA Market 2026, TV Drama Vision 2027 and Series Mania Forum 2027).

It does not include the cost of transport and accommodation to Rome, Gothenburg and Lille and daily expenses during the program, which are the responsibility of the PARTICIPANT.

PARTICIPANTS may seek funding from relevant funding organizations.

SERIES MANIA INSTITUTE may award a limited number of partial scholarships of up to 2,500€ per person, subject to the allocated financial envelope, with priority given to applications from European low capacity countries. This assistance does not constitute a right.

ARTICLE 4 / PARTICIPATION IN APOLLO SERIES

4.1 / ACCESSIBILITY POLICY

SERIES MANIA INSTITUTE is committed to inclusivity by promoting accessibility for individuals with disabilities.

APPLICANTS are encouraged to contact SERIES MANIA INSTITUTE to inquire about accessible PROGRAM venues and any adapted educational methods already in place or that could be implemented within the APOLLO SERIES framework.

4.2 / ACCOUNT CREATION

To submit an application, the APPLICANT must first create an account via <https://seriesmania.com/institute>.

Upon account creation, the APPLICANT agrees to:

- Not provide false information regarding their identity or company, and not impersonate any third party;
- Reserve the account for personal use only;
- Keep their password confidential and not allow anyone else access or take actions that could compromise account security. The password is personal and confidential. The user is solely responsible for their account and any actions taken through it. Any information transmitted using their password will be considered to have been made by the user and under their sole responsibility. In case of fraudulent use of their account or password, the user agrees to notify SERIES MANIA INSTITUTE immediately.

4.3 / APPLICATION

Once the account has been created, the APPLICANT must submit their application by the deadline indicated on the website <https://seriesmania.com/institute>.

To do so, the following eligibility conditions must be met:

- Comply with the requirements in Article 2.2.2;
- Complete the online application form on the dedicated page of the website. Submissions via email, post, or any other method will not be accepted;
- Submit the following documents in English:
 - A pitch document of maximum 12 pages
 - A provisional financing plan
 - A cover letter
 - The producer's resume
 - The writer's resume

These documents are strictly confidential and will not be published under any circumstances. There is no application fee.

If the APPLICANT wishes to request financial assistance from SERIES MANIA INSTITUTE, they must complete the relevant form during the application process and attach the required supporting documents if applicable.

4.4 / SELECTION PROCESS

All applications that meet the eligibility requirements will be reviewed by the APOLLO SERIES selection committee, which includes representatives of SERIES MANIA INSTITUTE.

Selection will consider the following criteria, while striving to encourage diversity:

- The candidate's professional experience or the production company's track record.
- The quality and stage of development of the project.
- The project's European co-production potential.
- The candidate's motivation and openness to feedback.

The selection committee reserves the right to reject all applications.

The APPLICANT will receive an email informing them whether their application has been accepted or not. Successful APPLICANTS will also be informed of any scholarship awarded and will receive the participation agreement and the internal regulations. To confirm their participation, they must return the signed documents by the deadline specified in the email.

4.5 / FINAL REGISTRATION

The PARTICIPANT agrees to sign the participation agreement within the deadline specified in the selection email, failing which they will be considered to have forfeited their place, which may be reassigned.

The agreement will be signed via the Docusign platform. Both the PARTICIPANT and SERIES MANIA INSTITUTE acknowledge that the electronic version of the agreement and internal regulations is the original document and legally binding, serving as written proof under Article 1367 of the French Civil Code.

Once signed, the PARTICIPANT will be officially registered for the PROGRAM.

ARTICLE 5 / COMPLIANCE WITH INTERNAL REGULATIONS

SERIES MANIA INSTITUTE has established internal regulations for PARTICIPANTS outlining the main provisions concerning health, safety, and conduct within the establishment.

The PARTICIPANT agrees to comply with the internal regulations, which they must read prior to applying and which can be accessed [via the provided link](#).

The internal regulations will also be re-sent by email alongside the signed participation agreement.

The internal regulations set out potential sanctions for misconduct by the PARTICIPANT, whether or not such behavior immediately impacts their participation in or the continuity of the PROGRAM.

Any final exclusion from the PROGRAM in accordance with the internal regulations will result in the automatic termination of the PROGRAM contract, without the need for further formalities. The full PROGRAM fee remains payable immediately to SERIES MANIA INSTITUTE.

ARTICLE 6 / OTHER OBLIGATIONS OF THE PARTICIPANT

6.1 / PAYMENT

6.1.1 PROGRAM not funded

The educational cost of the PROGRAM will be paid under the following terms:

- 30% of the total amount after the withdrawal period has expired,
- The balance progressively during the PROGRAM.

If the PARTICIPANT's employer is covering the cost, invoices will be sent directly to the employer.

6.1.2 Payment by a funding body (funded program)

If the payment is made by a "Skills Operator" (OPCO) or another third-party organization, it is the PARTICIPANT's responsibility to request financial coverage before the start of the program from the relevant body and to submit the funding agreement to SERIES MANIA INSTITUTE.

The program will be invoiced to the funding party at the end of the program. In the case of partial coverage, the difference will be invoiced directly to the PARTICIPANT. If SERIES MANIA INSTITUTE has not received confirmation of funding by the first day of the program, the full cost will be invoiced to the PARTICIPANT, who agrees to pay it.



In case of non-payment by the funder, for any reason, the PARTICIPANT shall be liable for the invoice and undertakes to pay it.

6.1.3 Invoices are payable in euros via bank transfer to the account indicated on the invoices. Late payments will incur penalties equal to three times the legal interest rate.

6.2 / EVALUATIONS

6.2.1 Participant Evaluation

PARTICIPANTS agree to complete all assessments (potential quizzes, practical exercises, group and individual evaluations, etc.) during the program. Otherwise, the certificate of completion will not be issued, without prejudice to disciplinary sanctions as provided by the internal regulations.

6.2.2 Program Evaluation by Participants

PARTICIPANTS agree to complete and return all program evaluation documents to SERIES MANIA INSTITUTE within the requested timeframe.

6.3 / ONLINE PROGRAM

Applicants must ensure before registering that they have a computer and an internet connection (at their own expense) that is sufficient and of good quality in case of eventual online classes. SERIES MANIA INSTITUTE cannot be held responsible if a PARTICIPANT is unable to access the program or experiences a poor connection.

6.4 / CONFIDENTIALITY

During the program, exchanges between PARTICIPANTS about their personal projects can occur, both among themselves and with instructors. Each PARTICIPANT agrees to maintain strict confidentiality, without time limitation, regarding any information they acquire about other PARTICIPANTS' projects during the course.

ARTICLE 7 / OBLIGATIONS OF SERIES MANIA INSTITUTE

SERIES MANIA INSTITUTE undertakes to organize the PROGRAM with all due care and skill, under a best-effort obligation.

ARTICLE 8 / MODIFICATION – SUSPENSION – POSTPONEMENT

SERIES MANIA INSTITUTE reserves the right to modify the content of the program as described on its website, in particular based on current events, instructor availability, or group dynamics. It will ensure that the overall quality remains equivalent to the original description.

In case of an instructor's absence, SERIES MANIA INSTITUTE will inform PARTICIPANTS as soon as possible and may propose rescheduling (in-person or online) or a content modification.



SERIES MANIA INSTITUTE reserves the right to change the program dates. If the program session is rescheduled, the PARTICIPANT may cancel their participation and will be reimbursed for any fees paid, pro rata to the portion of program already attended.

SERIES MANIA INSTITUTE will endeavor to hold the program in-person when scheduled as such but may choose to conduct it online in situations—even if not constituting force majeure—that may affect the availability of PARTICIPANTS or instructors, which the PARTICIPANT expressly accepts.

No modification or postponement of the PROGRAM by SERIES MANIA INSTITUTE, for any reason, shall give rise to any compensation for PARTICIPANTS.

The PARTICIPANT has no right to interrupt, suspend, or postpone the program.

ARTICLE 9 / CANCELLATION BY THE PARTICIPANT

9.1 / The PARTICIPANT may cancel their participation without fees or penalties by exercising their right of withdrawal within ten (10) days from the signing of the participation agreement via DocuSign. They must notify SERIES MANIA INSTITUTE of their decision to withdraw within this timeframe by registered letter with acknowledgment of receipt.

9.2 / After the withdrawal period, any PARTICIPANT—funded or not—who notifies SERIES MANIA INSTITUTE of their withdrawal:

- At least thirty (30) days before the program start date will be reimbursed for any amount already paid,
- Between 7 and 29 days before the start date will owe SERIES MANIA INSTITUTE 70% of the program cost, minus any amount already paid,
- Fewer than 7 days before the start date will owe 100% of the program cost, minus any amount already paid.

9.3 / In case of force majeure duly recognized, preventing the PARTICIPANT from attending the program, the contract may be terminated. In such cases, only the services actually delivered will be payable, proportionally to their value.

ARTICLE 10 / CANCELLATION BY SERIES MANIA INSTITUTE

10.1 / Insufficient number of participants

If the number of PARTICIPANTS does not meet the required minimum (8) before the scheduled start date, SERIES MANIA INSTITUTE may choose to reschedule or cancel the PROGRAM.

PARTICIPANTS who have already paid a deposit and/or program fees will be reimbursed within thirty (30) days following notification of the cancellation or rescheduling. If the PARTICIPANT accepts the reschedule, they may request SERIES MANIA INSTITUTE to retain the amount already paid to be applied toward the rescheduled program.

10.2 / SERIES MANIA INSTITUTE reserves the right to cancel the program. In this case, PARTICIPANTS will be reimbursed for any amount paid, pro rata to the portion of program already attended. This cancellation will not give rise to any compensation.



ARTICLE 11 / TERMINATION CLAUSE

The contract may be terminated if either party fails to meet its obligations, specifically:

- By the PARTICIPANT, regarding obligations under Articles 6.1/, 6.2/, 13/, and 15/ of these general terms;
- By SERIES MANIA INSTITUTE, regarding obligations under Article 7 of these general conditions.

Termination will take effect 15 days after a formal notice is sent via email with acknowledgment of receipt and/or delivered by hand, inviting the defaulting party to remedy the breach. If the breach is not fully corrected within this period, the contract will be terminated. If the PARTICIPANT is at fault, the full PROGRAM cost remains due and must be paid immediately and in full to SERIES MANIA INSTITUTE.

ARTICLE 12 / CHANGE OF CONTACT INFORMATION

Each PARTICIPANT agrees to promptly inform SERIES MANIA INSTITUTE of any change in contact information that could affect the execution of the contract, including changes in address, email, or phone number.

ARTICLE 13 / INSURANCE – LIABILITY

13.1 / The PARTICIPANT declares and guarantees that they are covered by civil liability insurance.

They agree to maintain this insurance throughout the duration of the program and to present a valid insurance certificate upon request from SERIES MANIA INSTITUTE.

13.2 / PARTICIPANTS are responsible for their personal belongings during program sessions. SERIES MANIA INSTITUTE is not responsible for safeguarding PARTICIPANTS' personal items and cannot be held liable for any loss, theft, or damage.

13.3 / PARTICIPANTS are responsible for any equipment provided by SERIES MANIA and must return it in the same condition.

ARTICLE 14 / LIABILITY

SERIES MANIA INSTITUTE shall not be liable for any mismatch between the program and the PARTICIPANT's specific needs.

SERIES MANIA INSTITUTE is bound by a best-effort obligation in organizing and delivering the PROGRAM and will make every reasonable effort to ensure reliable service in online formats.

SERIES MANIA INSTITUTE's liability may only be incurred if a causal link is established between the alleged harm and its own proven fault.

Under no circumstances shall SERIES MANIA INSTITUTE be held liable for indirect damages, such as loss of data, files, business interruption, commercial harm, loss of earnings, or harm to reputation.



In any case, the PARTICIPANT agrees that, regardless of the grounds or procedure of the claim, SERIES MANIA INSTITUTE's liability will be limited to the total amount actually paid by the PARTICIPANT.

ARTICLE 15 / INTELLECTUAL PROPERTY

15.1 / SERIES MANIA INSTITUTE holds all intellectual property rights to the program, including its structure and content.

15.2 / The PARTICIPANT is granted a personal, non-transferable, non-exclusive right to use the materials available on the learning platform, solely for the duration and purpose of the program.

Any other use is strictly prohibited. In particular, reproduction, adaptation, modification, translation, display, and, more broadly, any unauthorized exploitation of materials by the PARTICIPANT is prohibited and may result in legal action. The PARTICIPANT is specifically prohibited from distributing any materials provided during the program.

ARTICLE 16 / PARTICIPANTS' WORK – COLLABORATION – CREDITS

As part of the APOLLO SERIES PROGRAM, PARTICIPANTS will collaborate in working groups formed by SERIES MANIA INSTITUTE and under the guidance of the program's instructors and experts.

They commit to ensuring that the collaborative work takes place harmoniously, calmly, and transparently, in accordance with the objectives, deliverables, and deadlines defined. Each PARTICIPANT shall act toward other PARTICIPANTS in a spirit of attentiveness and cooperation.

PARTICIPANTS are responsible for their work.

ARTICLE 17 / IMAGE RIGHTS

17.1 / Once selected, the PARTICIPANT agrees to provide SERIES MANIA INSTITUTE with a headshot.

They grant SERIES MANIA INSTITUTE free permission, which the latter accepts, to use this photo for the duration of the program as part of a directory (trombinoscope) that will be distributed to confirmed participants and instructors, and made available on-site in the room.

SERIES MANIA INSTITUTE will delete the photo and the directory at the end of the program.

17.2 / The PARTICIPANT is informed and agrees that photos and videos may be taken during sessions.

They grant SERIES MANIA INSTITUTE free permission, which the latter accepts, or to any person designated by SERIES MANIA INSTITUTE, to record their image and voice during the sessions and to reproduce such recordings on digital and print media and distribute them on the internet, including on SERIES MANIA INSTITUTE's website, the Series Mania+ platform, all existing (Facebook, Twitter, LinkedIn, Instagram) or future social media, and in promotional brochures, activity reports, all for the purpose of promoting SERIES MANIA INSTITUTE or its programs.

They also authorize SERIES MANIA INSTITUTE, under the same conditions, or any third party authorized by SERIES MANIA INSTITUTE, to mention their first and last names when using their image and/or voice. This authorization is granted and accepted for a duration of five (5) years and for worldwide use.

17.3 / SERIES MANIA INSTITUTE may assign all or part of the authorizations granted to any third party of its choice.

17.4 / The end of the contract, regardless of the timing, cause, legal nature (nullity, termination, cancellation, etc.), or merits, shall not affect the authorizations thus granted and accepted, which shall remain valid for the remaining period.

ARTICLE 18 / DATA PROTECTION

18.1 / The Association du Festival International des Séries de Lille/Hauts-de-France is the data controller for the personal data processing implemented within the framework of the program. Its representative is Ms. Anne Bouverot, President. For any questions, SERIES MANIA INSTITUTE may be contacted as follows:

- by email: smi@seriesmania.com
- by phone: +33 3.59.59.07.20
- by mail: 17 Place Mendès France, 59800 Lille, FRANCE

This data is processed to allow the Association to select participants and to deliver the service. As a training organization, it is legally subject to administrative and tax audits as well as quality system audits. Therefore, personal data is also processed to demonstrate the reality and quality of the services provided to relevant authorities. No automated decision-making is involved.

Data may be collected through forms that distinguish between required and optional fields. Required fields are marked with an asterisk (*). Failure to complete these mandatory fields will result in the request not being processed.

18.2 / The legal bases for the data processing are as follows:

• **Contract:**

At the time of application (via the form available on <https://seriesmania.com/institute/>) and when concluding the participation agreement, the Association collects personal data necessary for processing applications and scholarship requests, for executing or preparing the contract (enrollment, eligibility checks, analysis of applications, sending confirmations and training documents such as contracts, programs, internal regulations), managing the program (contacting and informing participants, creating attendance sheets and certificates, managing in-person and online attendance, organizing meals), using participants' online accounts, applying disciplinary actions, terminating the contract, managing invoice collection or refunds, and executing the image rights agreement.

• **Legal obligation:**

Certain data is collected to enable the data controller to:

- comply with its legal obligations as a training provider under the French Labor Code,
- meet accounting and tax obligations,
- provide documentation to funding bodies and skills operators,
- undergo audits by certification bodies. SERIES MANIA INSTITUTE, which receives public training funds, must comply with the Qualiopi standard and undergo audits accordingly.



• **Legitimate interest of the Association:**

Some data is collected because it serves the legitimate interests of SERIES MANIA INSTITUTE, such as:

- showcasing the program on its website,
- developing an alumni network,
- generating statistics: some data may be stored in anonymized form for statistical purposes.

• **Consent:**

- With the data subject's consent, SERIES MANIA INSTITUTE may collect health data regarding a candidate's or participant's illness or disability, to accommodate access to the venues or adapt the educational methods used in APOLLO SERIES.
- With consent, a participant's email address may also be used to send information about the Association and its activities (Festival, Forum, Series Mania Institute) via newsletters.

18.3 / The recipients of this data include:

- the SERIES MANIA INSTITUTE team managing the program,
- subcontractors involved in delivering services or SERIES MANIA INSTITUTE partners,
- funding bodies, including Skills Operators (OPCO),
- certification bodies,
- employers if they are financing the program,
- subcontractors providing hosting services.

ARTICLE 19 / NOTIFICATIONS

Unless otherwise stipulated in this contract, all notifications made in connection with or under this agreement may be made in writing by any means, including email.

ARTICLE 20 / LANGUAGE

This contract is written originally in French. In case of translation, only the French version shall prevail.

The CANDIDATE/PARTICIPANT declares that they fully understand the scope and meaning of the contractual relationship and enter it with full knowledge of the facts.

ARTICLE 21 / WAIVER – SEVERABILITY

21.1 / The fact that SERIES MANIA INSTITUTE does not enforce any provision of these general terms at a given time shall not be construed as a waiver of its right to enforce it later.

21.2 / If one or more provisions of these general terms are deemed invalid or declared as such pursuant to a law, regulation, or final court decision, the remaining provisions shall remain in full force and effect.

The PARTIES agree to replace any invalid or unenforceable clause with a new clause that most closely reflects the intent of the original clause.

ARTICLE 22 / GOVERNING LAW – DISPUTES



22.1 / The relationship between the PARTIES is governed by French law.

22.2 / In the event of a dispute, only French courts shall have jurisdiction.