Submission Instructions

The intent of these specifications is not to restrict entrants to a rigid format, but to provide the Jury with comparable, comprehensive and easily handled materials for review that will aid in organisation and distribution of the work. Eligible architects, designers or groups thereof may submit an unlimited number of entries. See website for eligibility requirements. Membership in the AIA is not a pre-requisite.

The Jury’s decisions will be based solely on the materials submitted and judged anonymously.

Conditions

All submissions must conform to the following conditions:

1. Documentation should be submitted in two parts:
   - Submission Entry Form
   - Project Description Document – see details below

2. The applicant must choose a unique random 5-digit identifier to be used for purposes of identification by the jury. The review process is completely anonymous; the name of the firm or applicant must NOT appear anywhere other than the designated location on the Submission Entry Form.

3. Each entry must be submitted with a non-refundable fee per the submission, requirements below.
   - Payment should be submitted to AIA UK online via Paypal using the link found at www.aiauk.org and can only be accepted in Pounds Sterling.
   - Confirmation receipt of payment will be provided by email by a chapter executive.

   A £99 online entry fee payment to AIA UK for each Professional entry.
   A £79 online entry fee payment to AIA UK for each Emerging Practice entry.

4. All entries should be emailed to vicepresident@aiauk.org.

5. Valid entries must be received by 17:00hrs on Monday 23 March 2020. No late or incomplete entries will be accepted.

Project Description Document

This section consists of a single PDF composed of A3 pages, no larger than 10MB. Clearly indicate your unique 5-digit letter-number combination in the top right-hand corner of each page.

1. 1no. Cover Sheet: A3, landscape format. This will be printed for the jury to annotate.
• The jury will first review a single printed sheet from each entry. This sheet will provide evidence of design excellence through one or more of the following: photos, sketches, words or other inspirational illustrations to capture the jury’s attention and imagination.

2. 3-4 no supplemental A3 sheets, landscape format. This will be viewed on screen.

• The jury will review these to more deeply understand the intricacy and complexity of the design solution. Using both text and images as required, it must convey to the jury the design process, explaining the solution, construction materials, building components, energy strategy.
• This may include photographs of the project’s exterior and interior, aerial photographs of the building context, sketches, architectural drawings, or renderings. For restoration projects, at least three photographs of the original structure should be provided.

Notices

Award notification and Image Use:

Following the Jury’s selections, winners will be contacted and invited to attend the Excellence in Design Awards Gala at the Royal College of Physicians. Awards recipients may be asked to provide additional images and information for display and exhibition purposes for the Awards Ceremony. The AIA UK will promote the results of the Awards Programme internationally in print, digital and social media. By virtue of entering the awards, entrants agree to grant the organisers the license to reproduce any material for the purposes of publicising the awards and the AIA, provided that the authors of the work are credited and that the organisers take reasonable steps to ensure that such credit is given.