2020 Design Awards
Submission Requirements

Deadline for Submission   Friday, November 13, 2020 by 11:59 PM
Design Awards Ball   **Save-the-Date!** December 10, 2020, virtual, time to be announced

The Delaware component of the American Institute of Architects (AIA Delaware) Design Awards Program recognizes significant achievements in planning, design, and execution of architectural projects. The program demonstrates the value of good design and illustrates the variety of services performed by architects.

Instructions

Each project submission shall be accompanied by the documents, images and entry fee submitted in the specific requirements outlined herein. AIA Delaware and/or the jury reserves the right to disqualify any entry not submitted in the manner specified. A complete submission for each project includes the following:

1. Online Submission Form
2. Jury PDF
3. Framework For Design Excellence PDF
4. Image Files
5. Entry Fee

All forms, file uploads and credit card payment of fees will be handled online. All materials included in submissions must be cleared for public reproduction. Entrants can save their work as they go and return to their submission as needed to continue until the submission entry deadline.

1. ONLINE SUBMISSION FORM

Sections of the online Submission Form will be seen and used by the jury to evaluate the submitted project for consideration of award. All sections of the online Submission Form must be completed in its entirety.

- Go to the AIA Delaware web site at www.AIADElaware.org
- Click "Design Awards" tab
- Click "Design Awards Project Submission"
- Complete and submit all required components of the Submission

2. JURY PDF

The Jury PDF will be seen and used by the jury to evaluate the submitted project for consideration of award, used by AIA Delaware, and shall conform to the following requirements:

- Name the Jury PDF: **J_InsertProjectName.pdf** (30 characters total maximum)
- The Jury PDF file shall in an editable PDF format and shall not exceed 10 MB.
- The Jury PDF file may contain a maximum of 10 pages of 11" x 8.5", landscape orientation.
- Be sure to conceal all references to the architecture firm or team members in the Jury PDF. Identification of project authorship within the Jury PDF will disqualify the submission.

- Organize the Jury PDF as follows:

  o First Page: Project Description and Introduction:

    ▪ Combination of text and images with 10 pt. minimum font size, formatted and designed at the entrant's discretion, 11" x 8.5" landscape orientation, to include:

      - Project Name
      - Project Category (a project may be entered in only one category)
      - Project Summary describing the "Site", "Program", and "Solution". As part of this synopsis, discuss key design aspects (intent, concepts, and contextual relationships), technical aspects (structure, materials, mechanical systems, etc. where informative), and sustainable, social, environmental or other benefits of the project to the public and its users.

  o Subsequent Pages (2–10): Visuals

    ▪ Include images with additional succinct annotation. The format and design of the pages are at the entrant's discretion maintaining 11" x 8.5" landscape orientation.

      - A site plan is required (except for interior architecture only projects).
      - Indicate the project's physical context or site character through graphics and/or imagery.
      - Include photographs, drawings, floor plans, elevations, sections, renderings and graphic images as necessary to provide a clear understanding of the extent and quality of the finished project. Photographs should depict the whole project with views of each exposed exterior façade and each room of the project, as appropriate. Exterior views are optional for Interior projects.
      - Renovations, restorations, additions and conversions should present "before" and "after" photographs. For projects involving changes to existing structures, documentation of original conditions is highly recommended.
      - Label images with suitable titling and captions. Photographer credit on the images used in the Jury PDF is permitted except those identifying the submitting architect or architect firm and/or team members.
      - Process sketches that communicate the development of the project and/or its construction are encouraged.

3. FRAMEWORK FOR DESIGN EXCELLENCE PDF (optional)

If submitted, the Framework for Design Excellence PDF will be seen and used by the jury, used by AIA Delaware and shall conform to the following requirements. If submitting a Framework PDF:

- Name the Framework PDF: **F_InsertProjectName.pdf** (30 characters total maximum)
- The Framework PDF may contain a maximum of 2 pages of 11" x 8.5", landscape orientation, 10 MB max.
- Combination of text (and images, if desired) with 10 pt. minimum font size, formatted and designed at the entrant's discretion, 11" x 8.5" landscape orientation, to include: a description, of a sentence or two, of how the project design achieved outcomes of each of the 10 principles in the Framework which are relevant to that project. Number and name each principle as listed here.
- Be sure to conceal all references to the architecture firm or team members in the Framework PDF.

1. **Design for Integration**
   Good design elevates any project, no matter how small, with a thoughtful process that delivers both beauty and function in balance. It is the element that binds all the principles together with a big idea.

2. **Design for Equitable Communities**
   Design solutions affect more than the client and current occupants. Good design positively impacts future occupants and the larger community.

3. **Design for Ecology**
   Good design mutually benefits human and nonhuman inhabitants

4. **Design for Water**
   Good design conserves and improves the quality of water as a precious resource.

5. **Design for Economy**
   Good design adds value for owners, occupants, community, and planet, regardless of project size and budget.

6. **Design for Energy**
   Good design reduces energy use and eliminates dependence on fossil fuels while improving building performance, function, comfort, and enjoyment.

7. **Design for Wellness**
   Good design supports health and well-being for all people, considering physical, mental, and emotional effects on building occupants and the surrounding community.

8. **Design for Resources**
   Good design depends on informed material selection, balancing priorities to achieve durable, safe, and healthy projects with an equitable, sustainable supply chain to minimize possible negative impacts to the planet.

9. **Design for Change**
   Adaptability, resilience, and reuse are essential to good design, which seeks to enhance usability, functionality, and value over time.

10. **Design for Discovery**
    Every project presents a unique opportunity to apply lessons learned from previous projects and gather information to refine the design process**.**

4. IMAGE FILES

The Image Files will be used by AIA Delaware; however, they will not be seen or used by the jury.

- Provide a minimum of 3, but no more than 5, images in JPG format (10 MB max per image) for use in the presentation of entrants, awards and publications.
    - Name the image files using numbers 1 through 5: **1_InsertProjectName.jpg, 2_InsertProjectName.jpg** and so on (30 characters total maximum)
    - Two of the images are to be the best representation of the project (i.e., an exterior and an interior image, if applicable) of at least 300 dpi and 8" H x 10" W
    - Subsequent images are to be a maximum of 150 dpi and 6" H x 9" W for horizontal images and a maximum of 150 dpi and 6" H x 7.5" W for vertical images.
- Provide a brief image description (i.e., front exterior, west elevation), caption and artistic credit for each image in the online form.

5. ENTRY FEE

Entrants may pay the entry fee using a credit card in the submission form or by mailing a check payable to AIA Delaware to 110 E. Main Street #479, Newark, DE 19715-8021. No late entries will be accepted. All submitted materials become the property of AIA Delaware who retains unrestricted, enduring permission to use in its sole discretion any and all information and material related to the submitted project. All fees are non-refundable; entry fees vary depending upon the entrant's AIA member status.

- AIA Delaware members and members of the Institute $250 per project submission, or
- Non-members $500 per project submission.

FREQUENTLY ASKED QUESTIONS

- I will be submitting three projects. Should I complete three registration forms?
    - Yes, you will need to complete three, separate entry submissions.
- Do I have to start and finish my submission in one session?
    - No. You can start your submission and come back to finish it before 11:59 PM ET on the entry deadline date.
- I'm not a member of AIA Delaware, but a member of the team on the project I am submitting is. Can I submit at the lower "member rate?
    - Yes.
- Can I include the project name in the Jury PDF?
    - Yes, but make sure you do not identify the submitting firm or architect. Submissions must be anonymous.
- How will I know my submission has been received?
    - Upon submitting your entry, you will receive a confirmation email message containing your submission details.
- What should I do if I did not receive a confirmation e-mail containing my submission details?
    - First, check your junk/spam email folder. If you don't find it in your junk mail folder, please contact AIA Delaware, Nancy Payne, at director@aiadelaware.org or (302) 654-9817 for assistance.
- Can we submit a day or two late (beyond the submission deadline)?
    - In the interest of fairness to all participants, no late entries will be accepted.