



# GUIDELINES

# DESIGN 2019 DESIGN AWARDS

## Deadlines & Schedule

**May 31, 2019** | Submission Registration Form and Entry Fee

**May 31, 2019** | Projects must be submitted

- **Submission upload link** will be provided in your registration confirmation email along with completed instructions.

**July 2019** | Jury Meeting

**November 8, 2019** | Design Awards Presentation

## Entry Fees

Members of AIA New York State: \$270.00 per entry

Non Members: \$395.00 per entry

## Cancellation Policy

Design Award Entries may be cancelled up to 5:00 p.m., May 31, 2019, less a \$50.00 administration fee. All cancellations and refund requests must be emailed to [dhodgkinson@aianys.org](mailto:dhodgkinson@aianys.org), David Hodgkinson, Director of Finance, AIANYS.

## Eligibility

**AIANYS Members** | For a design project to be eligible for consideration by the AIANYS Design Awards Jury, the architect must be a registered, licensed architect in New York State. Works of architecture may be located anywhere in the world by AIA New York State members.

**Registered, licensed architects who are not members of AIANYS** | Design projects by architects who are not members of AIANYS are eligible for consideration by the AIANYS Design Awards Jury. The architects must be licensed, registered architects in New York State. Projects must be located in New York State.

**Note: All submitted design projects must have been completed on or after January 1, 2014.**

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## **Inclusions of Local Chapter Winners**

Each participating New York local AIA component having an established Design Award Program will be asked to submit two entries (without any fees), to the AIA New York State Design Award Jury for their consideration. It will be at the discretion of the Component to determine the entry and its participation. For 2019 the Component may enter a winning project from their 2018 or 2019 program.

**Chapter registrations MUST be submitted from a Chapter President, Executive Director or CACE Member.** They will not be accepted otherwise. The submission form is [available here](#).

**Chapter officers are excluded from chapter submissions.**

The Jury will not be alerted on which ones are Component's submissions.

## **Categories**

### **1. Residential**

- Single Family Detached, less than 2,500 square feet
- Single Family Detached, 2,500 square feet and over
- Multi Family, Multiple Dwellings

### **2. Institutional**

### **3. Commercial/Industrial**

- Small Projects, less than 5,000 square feet
- Large Projects, greater than 5,000 square feet

### **4. Urban Planning/Design**

### **5. Adaptive Reuse/Historic Preservation**

### **6. Interiors**



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### Categories *continued*

#### 7. Unbuilt

- Commissioned architectural design work by practicing emerging architects licensed 10 years or less, not yet built **or**
- Complete commissioned architectural design work, not yet built or completed by all other architects

#### 8. International

#### 9. Pro Bono Projects

- A project for which those licensed architect(s) involved received no financial compensation

#### 10. Sole Practitioner

- Projects submitted from firms having only one architect, and no other professional staff.
- The entrant must specify one category for each submission at the time the project is uploaded.

### Electronic Submission Requirements

#### General Information

All materials including images, project questions, required forms, must be submitted electronically via our submission website. An upload link will be sent with your payment confirmation. All fillable forms will be available for download within the submission site. If you have any questions or problems, please contact AIANYS at 518-449-3334, or [clongobardi@aianys.org](mailto:clongobardi@aianys.org).

#### Submission Items

This presentation is what the jury will see; with the exception the project information page, and photographers release form. The firm name, architect's name previous awards, or any other identifying information cannot appear anywhere in your Narrative, Project Questions or any photos. ***This includes file names. Any submissions containing identifying information in the jury documents will be disqualified.***

#### Photographer's Release Form (**downloadable form to fill out**)

Should your entry be a recipient of a 2019 Design Award, you must ***identify one photo as the main publicity photo*** and an ***additional two photos as multimedia photos***. (Total of 3 photos) If you used more than one photographer, we will need a photo release form for each. Photo release forms must be included with your other information uploaded. AIANYS may resize images to meet publication needs, but will not alter or modify the images. You can download the [form here](#).



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**Project Information Sheet (saved as “Word” document) |** On the entrant’s letterhead, identify the architect(s), city, state of the architect, and full design and construction credits.

Credits listed must include name and address of all design firm(s) and **persons substantially contributing to the design of the project**; client’s name; contractor’s and/or construction manager’s name(s); firm name and address of consultant(s); and project’s name and location and photo credits listed in the manner desired to appear on a citation or photo caption.

**Make sure the company name and submitting architect is included.**

**Narrative |** The project name and location, completion date, category and narrative description. The narrative should be a description of your project and should be approximately 500 words. It must be completely anonymous. The firm name, architect’s name or previous awards cannot appear or entry will be disqualified.

**Project Questions |** This must be completely anonymous, firm name, architect’s name or previous awards cannot appear or will be disqualified.

Indicate your separate responses to the following questions:

- \* *What were you asked to do by the client?*
- \* *What were the agreed upon goals of the project?*
- \* *How did the completed project address these goals?*
- \* *How did you address the design problem(s)?*
- \* *How does the architecture of your project affect the community?*

**Site Plans, floor plan(s), and project images (Up to eight (8) of each and Saved as .jpg format with project name and numbered.) |** Insert the site plan, at a small scale, floor plan(s), elevations, sections **and** up to eight (8) images of the project in color or black and white photographs showing exterior and interior views. Photographs must be a minimum of 72 dpi resolution. **Multiple images per page are not permitted. The project images should not include text or captions on the image itself. Text or captions may result in disqualification.** Images must be no larger than 1 MB. Should we require larger resolution, we will contact you.

By submitting a project for consideration, the submitting architect represents and warrants to AIA New York State that he or she has provided a complete list of all those substantially contributing to the design of the project.



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Failure to provide a complete list may result in disqualification and/or a referral of the matter to the appropriate ethics body of the national office of the AIA. The AIANYS accepts no responsibility for incomplete lists.

*If any of the above is not included in the entry at time of submission, the entry will be disqualified.*

### **Tri-State Design Awards**

As a part of the 2019 Tri-State Conference with AIA New Jersey, & AIA Pennsylvania, there will be a Tri-State Design Awards. Submitters of each states' Design Awards are invited to enter the Tri-States Design Awards for \$50/submission. Only projects entered into the state Awards qualify for the Tri-State Awards. Submission details will be provided with your AIANYS confirmation.

**Liability |** AIA New York State assumes no liability for original drawings and submission materials or loss or damage to any part of the submission. AIA New York State retains the right to reproduce any of the submission materials in its publication, educational programs and websites. By making a submission, the entrant agrees that the information contained in the submission is correct and complete, and that the entrant will hold harmless AIA New York State for any and all damage arising out of the use of the information contained herein. Any errors or omissions are the complete responsibility of the entrant.

**2019 AIANYS Jury |** To be announced