



2017 AIA East Bay Design Awards

Submission Guidelines

Eligibility

- Projects must be designed and submitted by an architect.
- Projects must have been completed after January 1, 2010.
- AIA East Bay members may submit projects in any location.
- Non-member architects may submit projects located in the chapter's four counties: Alameda, Contra Costa, Napa and Solano.
- Projects that have won earlier design awards, other than previous AIA East Bay design award winners, or that have been previously published remain eligible.
- Projects designed by joint venture or associated architects should be submitted by one firm/person only; credit for all design participants is to be noted in the concealed identification form.

Project Types

Projects of all types will be viewed, including, but not limited to:

- Commercial, office, and mixed-use
- Industrial, laboratories, and hospitals
- Transportation and parking structures
- Places of worship
- Libraries, schools, and other institutions
- Historic preservation, adaptive reuse, renovation and restoration
- Single & multi-residential, dormitories, affordable & temporary housing

Submission Requirements

(forms and entry number emailed upon registration)

All submissions must be uploaded in one folder to Dropbox.com. Please EMAIL the Dropbox folder link to info@aiaeb.org. Please don't "share" the folder.

Please follow these naming conventions:

Dropbox folder: entry number and DA17. Eg. "126 DA17"

Images: entry number and image number. Eg. "126 Image 3"

Drawings: entry number and drawing type. Eg. "126 Site Plan"

Descriptive Data, Concealed ID, Performance Data Worksheet: "126 DD" "126 CID"
"126 PDW"

Images will be used in numbered order, i.e. "126-Image 1" will be the initial PowerPoint Slide; this image will also be used during the Awards Reception.



A separate Dropbox folder must be provided for each project submitted. Slides, binders, and/or emails cannot be accepted.

Submission Folder Guidelines

Each Submission Folder should include:

1. Descriptive Data Form in Word format—*PDFs not acceptable. (REQUIRED)*
2. Concealed ID Form in Word format—*PDFs not acceptable. (REQUIRED)*
3. Site plan in JPEG format—*PDFs not acceptable.*
4. Floor plan in JPEG format—*PDFs not acceptable.*
5. Performance Data Worksheet
6. Signed photographer's release form
7. A maximum of 20 photos including but not limited to:
 - Context photos
 - Interior photos
 - Exterior photos for all entries except interiors submissions
 - *Before* and *after* photos for renovation submissions
 - Elevations, floor plans, site plans
 - 3-D drawings
 - Image highlighting energy efficiency design elements.

Entrants will complete the Descriptive Data form and Concealed ID forms by computer; **do not hand-write**. Word files of these documents are emailed with Entry Number upon registration.

Format & Size for Images

JPEGs must be 100ppi.

Horizontal size: 7.5" x 10"

Vertical size: 7.5" high

All images will be displayed in PowerPoint format. Please format accordingly.



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ENTRANT'S NAME AND FIRM NAME MUST NOT APPEAR ON ANY PLANS, DESCRIPTIVE DATA, OR PHOTOS. IF THE AUTHORSHIP IS REVEALED ON ANY PHOTOS, PLANS, SLIDES, OR NARRATIVE, THE ENTRY WILL BE DISQUALIFIED. THE ONLY PLACE WHERE FIRM NAMES ARE TO BE INCLUDED IS THE CONCEALED ID FORM.

Judging Criteria

Each entry in the Design Awards program is judged for the success with which the project has met its individual requirements. Judges will review a summary of each projects energy and sustainability, prepared by an independent expert. **Entries are judged individually, not in competition with each other.**

Publicity

It is essential that there be no restriction against publication and reproduction of drawings and photographs. Neither the Chapter nor other publishers will assume responsibility for copyrights, design credit, or photographic fees. Submitting firms are required to obtain publication rights for photos submitted.

Before entering, entrants must have owner's approval to submit the project. Owners must be informed of the significant recognition in the media should the project be awarded.

All significant contributors to the design of the project must be given credit as part of the submission.

Registration Information

To register for the program, register online at <http://aiaeb.org/events/2017-design-awards/>

Entry Fees:

\$200 per project—AIA members
\$300 per project—Non-members

Awards Reception and Presentation tickets will be available for purchase October 16, 2017.

Entry fees are non-refundable and may not be applied to future AIA East Bay Award Competitions.



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An email including: an assigned entry number for each project submitted; Descriptive Data Sheet; Sustainable Design Supplement; and Concealed Identification Form will be sent to the entrant upon registration. For additional information, please call AIA East Bay at 510/464-3600.

Schedule

Registration & Submittal Deadline:

Submittal Deadline: Thursday, October 26, 2017

Awards Pre-Submittal Meeting: Wednesday, September 27, 2017 (for those who have submittal questions)

Please note, all submittals will be made via Dropbox. Please attend the pre-submittal meeting if you have not used Dropbox and have technical questions.

Awards Reception and Presentation:

Tuesday, November 28, 2017

Location and tickets to be announced October 16, 2017

Please note: winning projects will not be announced prior to the Awards Presentation. We strongly encourage all entrants to attend the Awards Reception and Presentation.

Questions?

Please contact the AIA East Bay at 510/464-3600 or info@aiaeb.org.