



AIA American Institute of Architects

AIA ORANGE COUNTY - 34th Annual Awards of Excellence Gala - September 25, 2009

ORANGE COUNTY AWARDS OF EXCELLENCE



Submittal Guidelines

Eligibility

Schedule

Terms and Conditions

Download Submittal Guidelines

Jury

FAQ

Sponsors

**Awards of Excellence Entry
Registration**

**Awards of Excellence Gala
Registration**

Contact

**Awards of Excellence
2009 Entries**

Step 1,2 and 3

Step 1

Review **Eligibility** criteria.
Review the **Entry Fees** as they relate to your Eligibility and when you plan to submit. Complete the Entry Form (online) and submit the appropriate payment using PayPal (online).

Step 2

Upon our receipt of your Entry Form and PayPal payment, you will be issued a User ID and Password allowing you to log on and access the allocated work area on the Awards Program server. Using your ID and password, you may upload an entry along with the required information and may revisit and revise these as many times as you wish before you finally "submit" it before the deadline.

Step 3

Using your ID and password, you may upload an entry along with the required information and may revisit and revise these as many times as you wish before you finally "submit" it before the deadline. After submitting, you may no longer make any changes or modifications unless requested by the Awards Committee. After committee review, your entry is posted on the Design Awards web site and your submission process is complete. Please review the Submittal Guidelines.

The Design Awards Jury will review all entries on September 9, 2009 and the winning entrants will be notified on September 14, 2009

Submittal Guidelines

The 2009 Awards of Excellence Program requires submittal of all material in digital format.

A minimum of 8 and a maximum of 12 digital images with plans and interior and exterior views sufficient to fully illustrate each entry (minimum of 5 for unbuilt) are required. The site will only display 12 images. Animations are not eligible.

Floor Plans and Site Plans are required for all entries, except Interiors, which may omit the site plan. Site Plans must include a north arrow and a scale. Other drawings, i.e., sections, axonometric views, elevations, graphic data and details may be included.

Views of both interiors and exteriors are required except when Interiors were done by another design professional. Exterior views should show all sides of a project. Exceptions might be party wall construction or a project with many similar buildings. Views, where possible, should show the project in the context of its immediate surroundings (i.e., adjacent streets and buildings).

Exterior views should be primarily daylight views unless night views relate directly to the project use or effect, such as marquees, or special illumination.

For renovation projects, views taken before and after construction are required.

Any visuals containing firm identification or logo will be rejected.

If a submitting firm has any concerns about displaying any component of their plans and/or images on a public website, those images can be hidden from the public gallery for the duration of the on-line submittal / gallery process.

How to Prepare the Submittal Material

After submitting the online entry form and the chapter has received a payment confirmation from PayPal payment, a password to enter the portal will be sent to the participant.

Using the password, submitting individuals and firms will be able to upload images and text themselves and to adjust the display of their entries until they choose to submit them to the Awards Committee and the Jury. Once submitted, the entry's display and content can no longer be altered. The entry will be reviewed and checked for completeness by the committee after which it will appear on the web site for viewing by the Jury Members and the public.

Common questions concerning the Digital Submittal Process and Requirements are answered in the website's **FAQ Section**. Entrants should use the **Contact Form** to post their own questions.

Log in to your
Submittal Work Area

Please use the **contact form**, if
you encounter any problem

User Name
Password

Forgot your password?

Format & Size for Images

The digital image files (plans, photos, illustrations) must be in a web compliant format with the extensions .jpg / .jpeg / .gif / .png. Maximum width is 950 pixels. Maximum height is 700 pixels. The recommended minimum in either direction is 600 pixels.

The maximum file size is 200kB (the smaller the file size the faster your project will load in the browser - the recommended file size is around 100kB).

File Name

The name of the image file should not contain any empty space or special signs. Please use letters and numbers (a-z/A-Z), dashes and underscores only and make certain your file has the correct extension (.jpg/.jpeg/.gif/.png/)

Text Information (Description, Credits, etc.)

The following text is required for a complete entry:

- I. Project Description (max. 500 words)
Example of possible paragraphs:
 1. Context
 2. Program/Scope
 3. Budget/Cost
 4. Special Challenges/Unusual Characteristics
 5. Solution/Design
- II. Short Version of the above (max. 150 words)
- III. Project information including firm or author's name, location and credits.

NOTE: Do not include any credit information in the descriptive texts I and II. All credit information needs to be in III.

Display Boards

An Exhibit of Submittals will be held at the Orange County Museum of Art. All Participants are encouraged to submit a board for display.

Please note: This event is for public display only, and will not be judged. The Exhibit Reception provides an opportunity to show your work to the public eye. You are encouraged to put your company logo on the display boards for the **Exhibit Reception**, however please **do not** place your logo on any of the **online submittals**, as they will be **judged**.

Requirements:

1. 20" x 20" x 3/16" black foam core board / one per submittal
2. Maintain 1" clear border on core board
3. Deliver to AIAOC office by 5 PM September 9