



AIA Alaska

A Chapter of the American Institute of Architects

Registration and Submittal Instructions for the 2010 AIA Alaska Honor Awards Program

I. Call for Submissions:

AIA Alaska is pleased to solicit submissions for the 2010 Honor Awards Program. See the detailed instructions below for important changes to the submittal process.

The 2010 continues the program of all-digital submittals. The reason for this change was multifaceted. The time and cost of producing printed binder submittals places many limitations on the number and type of projects submitted. The national AIA Honor Awards Program has moved to digital submissions, and AIA Alaska endeavors to keep its Honor Awards program in line with National's to encourage winning submittals being forwarded to the AIA Honor Awards Program. The time and cost of shipping boxes of binders to out of state juries has limited the process in the past. And of course the ever increasing focus on Sustainability issues highlights the inevitability of embracing ever changing technology to minimize any negative impact in our pursuit to better the built environment, as well as simplifying the process for that most rare of resources—time.

Most importantly, however, we hope that digital submittals will level the playing field for submitted projects—minimizing the effort put into graphic presentation of projects in the past, and bringing the focus back on to the architectural design. After all, these awards are to honor the best in Alaskan architecture.

II. Submission Schedule:

Project information forms and entry fees are due by Friday, day July 30, 2010 to receive an entry number to be used with the electronic submittal.

Submittal package must be physically received or post marked by 5pm, at the address specified by Friday, August 20, 2010.

Mailing address/contact: Angie Monteleone, AIA Alaska Executive Director
2009 AIA Alaska Honor Awards Program
PO Box 244141 Anchorage AK 99524
Phone: (907) 276-2834 Fax: (907) 688-4658
DesignAwards@aiaalaska.org

Entry Fee:

A non-refundable entry fee of \$150 for built projects, \$100 for un-built projects, must be received with project registration forms to receive an entry number for a submission.



AIA Alaska

A Chapter of the American Institute of Architects

III. Submittal of Data

In order to establish a common basis for judging submittals, entrants are required to submit and explain the project fully, in the format provided, for each project submitted. Two copies of a CD (contents described below) are also required.

IV. Data Requirements

All information given in the submittal must be typed. Starting this year all submissions will be digital.

V. Submittal Requirements

- A. Submittal Form:** On the submittal CD's provide a .pdf file of the submittal forms. Insert your assigned entry number into the header field of the document. Include the following information on the form.

01 Project Use: Concisely describe the building or project's specific intended use.

02 Submittal Category: Check the appropriate box in either the Built or Un-built categories (double click the box and select check).

03 Project Description: Explain your project in terms of design excellence and if applicable, any other exemplary features. The information you provide the jury should not repeat what is already made clear in the graphic submittals; it should, however, include project intentions and a description of the features that distinguish the project from merely competent practice. The project description should not exceed 250 words, page 2 has been provided for use.

04 Drawing List: List the digital file name and title of each drawing submitted

05 Photograph Identification: List the digital file name and description of each image submitted.

- B. Drawing Format:** All drawing or sketch files (see section V. Submittal CD) must be printable on 8 1/2" x 11" sheets. These may be of originals drawn at any scale in any medium, but the scale must be indicated graphically. Entrants must provide the following minimum requirements:

1. a site plan showing the project and its context
2. floor plan(s)
3. one or more sections sufficient to explain the project

- C. Photograph Format:** Photograph file names must be numbered in the order they are wished to be viewed, corresponding with the description of the view on the photograph identification page. It is the entrant's responsibility to secure permission for use of copyrighted material and attach appropriate release forms with this submittal. Photographs must be printable at either 8" x 10" or 8 1/2" x 11" and can be either black and white or color. Photographs should be selected to provide an adequate basis for a



AIA Alaska

A Chapter of the American Institute of Architects

sound and comprehensive evaluation of the project. (You may provide more than the minimum number required, up to 12.)

1. Minimum Exterior Photographs

- a. One photo showing each appropriate exposed side of the building or environment.
- b. One additional photo showing the immediate context of each exposed side of the building or environment (may be omitted if the project's relationship to its environs is clearly defined in other photos).
- c. For a group of buildings, one photo of the project sufficient to illustrate the concept, including its relationship to its environs.
- d. For projects involving exterior alterations, one photo of each altered (exposed side) together with one print of the same side before.

2. Minimum Interior Photographs

- a. Two photos, which show the interior of the building.

3. Renovation/Addition/Adaptive Re-use Projects

- a. In addition to the above exterior and interior requirements, at least one photo showing the original conditions (site, building(s)) must be submitted.

4. Interior Project Photos

- a. For interior design projects the photograph requirements are to provide a minimum of four photos and maximum of twelve photos showing interior spaces.

5. Un-built Projects – special instructions

- a. Follow similar criteria as "Built Projects". However, there is a minimum of five (5) digital photographs and five (5) digital graphic images. Because submittals cannot follow the same criteria as "Built" projects, photographs and drawings should clearly communicate intent of design. Images of drawings, sketches, renderings, or models should be included.

D. Concealed Information: The accuracy of this form is of critical importance in providing information that AIA Alaska will use in publicizing the winning submittals. All credits on the award citations and in local, regional and national publications will be based on this form. Any errors or omissions will be the responsibility of the entrant.

Full credit must be given prior to submission. If more than one architect is credited for a single project, the order and credit in which names are listed on this form will be the official sequence. The submitting architect may qualify as a member of a design team, whether or not serving as head of the team. When one architect is not the sole author, all other participants contributing substantially to the design of a project must be given credit as part of the submission, regardless of professional discipline. For multiple building projects, the architect submitting the project (or portion thereof) shall offer detailed



AIA Alaska

A Chapter of the American Institute of Architects

evidence of authorship of each portion of the project.

Any project that credits a 2010 Honor Award Jury member or their firm as architect, associate architect, consultant, or client is ineligible and will be disqualified if submitted. This year's jury will be from AIA Southwestern Oregon.

No changes will be permitted in the order nor will any deletions or additions be permitted once the submittal has been received by AIA Alaska. Place the Concealed Identification Information in an opaque envelope marked "Concealed Information". All information on these forms must be typewritten. Leave this envelope unsealed. It will be sealed by the Awards Committee before delivery to the judges, and will not be opened until after the final selections of the jury have been made. See section V. Submittal CD for requirement of pdf file of concealed information on disk submittal.

VI. Submittal CD

Two copies of the submittal CD should be included with the submittal . The CD label should contain the following: "2010 AIA Alaska Honor Awards," the assigned entry number and project description, and the contents of the CD (file names). The CD should contain the following:

- A. Digital Document Format:** The entrant is required to provide a complete digital copy of your submission minus the concealed identification page on the CDs required above in Adobe Print Document File format (PDF). This should include a single multi-page PDF file exactly as it would appear in printed format). This PDF file serves in lieu of a hardcopy submittal.
- B. Digital Slides Format:** The entrant is required to provide slides of the drawings and photographs that are included in the entry binder (and in the same sequence) as a Microsoft Power Point file (PPT). The entry number should be visible somewhere on each slide. Do not include the submittal form or the concealed information among the digital slides. The slides will be assembled into a single digital slide show that facilitates group discussion of the projects. The digital slides enable the group of jurors to discuss a given image. The digital slide software is not intended to be used as a design tool. Each slide should contain the equivalent drawing imagery or photograph of a respective sheet in the PDF file and nothing more (except entry number). No special slide transitions or other effects should be used. The margin space of a given slide should be black. Identify each digital image file with the entry number provided and number them sequentially with a brief description (example: 10B-1-South Entry.jpg). Provide images in any conventional image format supported by MS PowerPoint (jpg, tif, gif, bmp, and so forth).
- C. Concealed Information.** Provide a pdf copy of the "Concealed Information" from



AIA Alaska

A Chapter of the American Institute of Architects

submittal binder – Item IV, D. above- and include on both of the CD's.

VII. Release Forms

Widespread recognition will be given to the projects that receive an award. Therefore, a release form authorizing AIA Alaska to disclose information about the recipient of the award and the project in general must accompany all copyrighted material. (A copy of a standard release form is available upon request.) Attach all release forms in the "Concealed Information" envelope and PDF file.

Photographs used for exhibition or publication purposes will bear the customary photographer's credit line.

VIII. Winner Notification

The official announcement of the winners and presentation of the awards will be at a reception during the Regional Conference in September in Anchorage. Visit the website at www.aiaak.org for more conference details. The awards committee will prepare a PowerPoint show of winning entries, which will be available for loan to AIA Alaska Sections for exhibit at membership meetings and other potential meetings. The winning entries will also be featured on the AIA Alaska web site at www.aiaalaska.org and publicized in local media by the public relations committee of AIA Alaska.