



2008 AIA New York Chapter Design Awards SUBMISSION INSTRUCTIONS

Submissions must be received no later than 5:00 PM, February 22, 2008 at the following address:

AIA New York Chapter
Attn: 2008 Design Awards Submissions
536 LaGuardia Place
New York, NY 10012

All submissions are to be anonymous. Except where indicated, individual and/or firm names shall not appear anywhere within the submission.

REGISTRATION: Register online by clicking the registration link on the 2008 Design Awards homepage (www.aiany.org/designawards/2008). Upon receipt of payment and registration, you will receive an email including your username, password and a link to the Submission Information website.

SUBMISSION INFORMATION: Fill out project information completely and accurately.

- Edit Project Information page for each submission. Descriptions should be approximately 250 words. Images should be uploaded as low resolution files of (gif, jpg or png format and no greater 800 pixels wide by 600 pixels high).
- After completing the Project information, print the Title Sheet and place in the first sleeve of the entry binder.
- Print and sign the Release Form. Include with entry binder. It will be removed and filed before the jury views submissions
- Award certificates will be printed with project and firm names exactly as stated.

Design Awards Instructions (con't)

BINDERS: DO NOT LABEL EXCEPT WITH REGISTRATION NUMBER (see below)
Submit all materials in an 8 1/2" x 11" soft binder with full view sleeves marked only with your registration number. Include the following:

REGISTRATION NUMBER: Your registration number(s) can be found on the Submission Information webpage next to each project name in the following format: DA08-XXX. Print this registration number in 36-point type on a sticker (Avery 5395, 2 1/2" x 3 3/8" or similar) and affix it to the top right corner of the binder's outside front cover.

PHOTOGRAPHS:

- Submit at least five (5) photographs that best illustrate the work and communicate the architect's intentions. High quality photography is essential. Show the context. Indicating views in plan helps the jurors.
- For renovation, restoration or reuse projects show original state as well as intervention.
- Members of the firm shall not appear in the photographs.

DRAWINGS:

- Include a site plan showing context, floor plan(s), and sections sufficient to explain the solution. Indicate scale graphically.

RETURN OF SUBMISSIONS:

- Submissions will be returned via FedEx after May 15. There is no need to provide a return envelope. Please do not call or email to check on the status of your submission. The AIA New York Chapter will not be held responsible for the condition of returned submissions.
- Winning submissions may be retained until the publication of the special Awards Issue of Oculus.

AWARD RECIPIENTS:

- Awards recipients will be notified by March 3rd regarding exhibition materials for display in the Design Awards Exhibition at the Center for Architecture. The 2008 Design Awards Exhibition will open on May 1st and will remain on view through July 2008. Award recipients will be required to submit materials for the Design Awards Luncheon Journal by March 17 and exhibition materials for display by April 7th.

Questions? Email Suzanne Meecs, smecs@aiany.org.

NOTE: Submission binders received after the February 22, 2008 deadline, those that include the name(s) of the entrant or design team or those that otherwise don't meet the stated requirements will be disqualified.