

AIA New York Chapter

The Founding Chapter of The American Institute of Architects



2009
Design Awards

2009 AIA New York Chapter Design Awards

SUBMISSION INSTRUCTIONS

Submissions must be received no later than 6:00 PM, 20 February 2009 at the following address:

AIA New York Chapter
Attn: 2009 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.

Submission binders received after 6:00 pm on the 20 February 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.

REGISTRATION: Register online by clicking the registration link on the 2009 Design Awards homepage (www.aiany.org/designawards/2009). Upon receipt of payment and registration, you will receive an email including your username, password and a link to the Submission Information website (no information will be sent before December 1, 2008)

SUBMISSION INFORMATION: Fill out project information completely and accurately.

- Edit Project Information page for each submission. Descriptions should be approximately 250 words.
- ALL images (maximum 10) should be uploaded as low resolution files of (gif, jpg or png format and no greater 800 pixels wide by 800 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.

536 LaGuardia Place
New York, NY 10012
212.683.0023
212.696.5022, fax
email: info@aiany.org
web site: www.aiany.org

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: DA09-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) but no more than ten (10) 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.

AWARD RECIPIENTS:

- Award recipients will be required to submit information and/or materials for the Design Awards and Building Type Awards Luncheon, *Oculus* Magazine, and the Design Awards and Building Type Awards Exhibition. The Luncheon will take place on 22 April and the Exhibition will open on 23 April and will remain on view through June 2009. AIA New York will be in contact with winners about requirements and deadlines following the announcement of the awards.

Questions? Email Jesse Lazar, jlazar@aiany.org.

NOTE: Submission materials become property of the AIA New York once received and will not be returned.