



## 2008 New Practices Competition SUBMISSION INSTRUCTIONS

Submissions must be received no later than 5:00 PM, Friday, May 30, 2008 at the following address:

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

**REGISTRATION:** Register online by clicking the "Register" link on the 2008 New Practices homepage ([www.aiany.org/newpractices/2008](http://www.aiany.org/newpractices/2008)). Upon receipt of payment and registration, you will receive an email including your username, password, and a link to the Submission Information site.

**SUBMISSION INFORMATION:** Fill out firm information completely and accurately.

- Images should be uploaded as low resolution files (gif, jpg or png format and no greater than 800 pixels wide by 600 pixels high)
- Print and sign the Release Form. Include it with entry binder.
- Your 500 word (maximum) firm narrative should be the FIRST page of the binder. Your firm name should appear at the top left of the page.
- The firm narrative must also be submitted online.

**BINDERS:** Submit all materials in an 8 1/2" x 11" soft binder.

**REGISTRATION NUMBER:** Your registration number can be found on the Submission Information webpage next to each project name in the following format: NP08-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.

536 LaGuardia Place  
New York, New York 10012  
212.683.0023  
212.696.5022 fax  
e-mail: [info@aiany.org](mailto:info@aiany.org)  
web site: [www.aiany.org](http://www.aiany.org)

# AIA New York Chapter

The Founding Chapter of The American Institute of Architects

New Practices Instructions, cont.



## PHOTOGRAPHS:

- Any photos included in your submission must also be uploaded as part of your online submission in low-resolution form
- Please also include a disk with high-resolution versions of the same images

**AWARD RECIPIENTS:** Award recipients will be notified on June 4 once the jury has concluded. Following that, they will be contacted regarding the New Practices New York 2008 Exhibition, the lecture series at Hafele New York Showroom, and the Winners' Symposium. (For this reason, it is very important that your contact information is accurate.)

QUESTIONS? Email Jesse Lazar at [jlazar@aiany.org](mailto:jlazar@aiany.org).

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