



SUBMISSION INSTRUCTIONS

The intent of these specifications is not to restrict entrants to a rigid format, but to provide the Jury with comparable, comprehensive, and easily handled materials for review that will aid in organisation and distribution of the work. Eligible architects, designers, or groups thereof may submit an unlimited number of entries. See website for eligibility requirements.

Membership in the AIA is not a pre-requisite.

The Jury's decisions will be based solely on the materials submitted and judged anonymously.

Conditions

All submissions must conform to the following conditions:

1. Documentation should be submitted in two parts:
 - Submission Entry Form (see separate Microsoft Word Template)
 - Project Description Document – see details below
2. The applicant must choose a unique random 5-digit identifier to be used for purposes of identification by the jury. The review process is completely anonymous; the **name of the firm or applicant must NOT appear anywhere other than the designated location on the Submission Entry Form.**
3. Entries should be categorised under one of the following categories
 - Professional - Architects, industrial designers, urban planners, landscape architects, and interior designers for projects whose construction has been completed within the last five years (2017-2022).
 - Emerging Practice - Emerging architects, industrial designers, urban planners, landscape architects, and interior designers with design principals under 40 years of age, for projects whose construction has been completed within the last five years (2017-2022).
4. Sustainability is a core aspect of the award assessment process and the jury encourages all project submissions to complete as much of the sustainability portion of the form as possible, as well as to provide metrics or narrative that elaborate on non-standard sustainability measures for the jury's consideration. *Submissions for the Exemplary Performance in Sustainability category must complete the entire relevant portion of the form.*

5. Each entry must be submitted with a non-refundable fee per the submission, requirements below.
 - Payment should be submitted to AIA UK online via the Paypal link, which can be found at the bottom of [the awards announcement](#), and can only be accepted in Pounds Sterling.
 - Receipt of payment will be provided by email by a chapter executive.

A £99 online entry fee payment to AIA UK for each Professional entry.

A £79 online entry fee payment to AIA UK for each Emerging Practice entry.
6. All entries should be emailed to vicepresident@aiauk.org.
7. Valid entries must be received by 17:00 UK time on **Monday 17 April 2023**. No late or incomplete entries will be accepted.

Project Submission Entry Form

Please complete the separate Submission Entry Form Word document, [found here](#).

Project Description Document

This section must consist of a single PDF composed of A3 pages, no larger than 10MB. Clearly indicate your chosen 5-digit letter-number combination in the top right-hand corner of each page.

1. 1 Cover Sheet: A3, landscape format. This will be viewed on screen.
 - The jury will first review a single printed sheet from each entry. This sheet will provide evidence of design excellence through one or more of the following: photos, sketches, words or other inspirational illustrations to capture the jury's attention and imagination.
2. 3-4 supplemental A3 sheets, landscape format. These will be viewed on screen.
 - The jury will review these to more deeply understand the intricacy and complexity of the design solution. Using both text and images as required, it must convey to the jury the design process, explaining the solution, construction materials, building components, energy strategy.
 - This may include photographs of the project's exterior and interior, aerial photographs of the building context, sketches, architectural drawings, or renderings. For restoration projects, at least three photographs of the original structure should be provided.

Notices

Award notification and Image Use:

Following the Jury's selections, shortlisted projects will be contacted and invited to attend the Excellence in Design Awards gala. Award recipients may be asked to provide additional images and/or video content for the awards ceremony. The AIA UK will promote the results of the awards programme internationally in print, digital, and on social media. By virtue of entering the awards, entrants agree to grant the organisers the license to reproduce any material for the purposes of publicising the awards and the AIA, provided that the authors of the work are credited and that the organisers take reasonable steps to ensure that such credit is given.