

SUBMISSION INSTRUCTIONS

For thirty years the AIA UK has celebrated the best of contemporary architecture through our annual design awards. The Excellence in Design awards aim to advance the discipline by honouring well-conceived and executed buildings which are sensitive to the environment, site and community. The chapter thanks you for participating in these awards.

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. The Jury's decisions will be based solely on the materials submitted and judged anonymously. See website for eligibility requirements.

Conditions

All submissions must conform to the following conditions:

1. Submissions for projects which have previously won an AIA UK Design Excellence Award are not to be made.
2. Submissions should clearly note if being made by an Emerging Practice. The AIA UK defines an Emerging Practice as one comprised of Architects, industrial designers, urban planners, landscape architects, and interior designers under 40 years of age (or firms where managing principals are under 40 years of age).
3. 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 indicate as such on the form and provide ample evidence for why the project should be considered. This can be in the form of technical information (such as the requested metrics) and/or design narrative. The fields in the submissions form should be used as baseline but not a restriction as the AIA UK looks to celebrate innovative thinking which may not fit neatly into a standard set of metrics.*
4. Documentation should be submitted in two parts:
 - Submission Entry Form (see separate Microsoft Word Template)
 - Project Description Document – see details below
5. 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.**

6. 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 £199 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.
7. All entries should be emailed to vicepresident@aiauk.org.
8. Valid entries must be received by 17:00 UK time on **Friday 26 April 2024**. 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.