

# Design Pittsburgh 2009

## Timeless Awards Submission Criteria

### ELIGIBILITY

The Timeless Award Category is for built projects that are at least twenty-five years old. Projects must have been originally designed by a member of AIA Pittsburgh or AIA Middle Pennsylvania and must be submitted by a current AIA Pittsburgh or AIA Middle Pennsylvania Chapter member. Submissions are for built projects completed prior to **January 1, 1984**. All judging will be completely anonymous.

### SUBMISSION REQUIREMENTS

For every design award submission, you must turn in a **Submission Packet** and a **Design Board**. Each submission shall be presented on 40" x 40" x 1/2" Gatorboard or Bio-board, as well as a digital submission in the form of two identical compact discs (CD), in the case provided by AIA Pittsburgh. Projects will be judged from the CDs; boards will be used for exhibition purposes only. Projects which were submitted last year but did not receive an award may re-use 40" x 40" design boards for submission. References to previous awards or project publications shall be considered reason for disqualification.

#### 1. Submission Packet

For each project entry, please include the following items in your firm's submission packet:

- 2 CDs
- 3 Identical Project Summary Sheets
- 1 Project Identification Form

**Note:** Do not send these items separately. You may send multiple submissions in one package, as long as they are organized by project submission.

##### ➤ **Compact Disc Requirements**

Entrants must provide AIA Pittsburgh with **two identical compact discs**, with each disc containing: the project presentation in either a PowerPoint or PDF format, and **NO MORE** than 3 additional photographs saved as JPEG files (300 dpi). All entries will have one project photo published for promotional purposes and on the AIA Pittsburgh web site. AIA Pittsburgh reserves the right for photo selection. Winning entries will be published in *Columns* and other media. Since judging is anonymous, no firm identification is permitted on the CD, in any of the electronic files, or on the project summary sheet.

You will receive 2 identical compact discs. They are color coordinated and labeled according to your choice of submission category. Please print clearly, with a **permanent felt-tip marker**, the name of the project on the CD in the space provided. Also, fill out the appropriate information on the CD cover.

Digital requirements for the project presentations (PowerPoint or PDF):

- PowerPoint and PDF files should be no larger than **60MB**. If they are larger, your project may be disqualified.
- Images within the presentations should be 72 dpi

- Title slide or page should include the **name of the project, project type** (commercial, residential, etc.), and the **status** (date of completion: project must be at least 25 years old).
- Maximum of 15 slides/pages, not including title page.
- Reference to the firm anywhere in the presentation will result in disqualification, and no members of the firm should appear in any of the images.
- Additional images are encouraged, including: site plans, elevations, photographs of the project, and other descriptive drawings should be included in the presentation, as on the boards. (These images should also be reduced to fit the digital size requirements as listed above.)
- Images submitted to appear in print materials should also appear in the PowerPoint or PDF presentation.

#### Image Requirements for promotional publications

- If a submission contains work from more than one photographer, please use the photographer's name/company, and the project name in the file title. (Example: ABC Photography/ University Residence Center.jpg)
- Each of the 3 images for print materials should be saved as a JPEG at 300 dpi.

#### ➤ **Project Summary Sheet**

**Three** identical one-page project summary sheets are to be printed on 8.5" x 11" paper and sent in with submission CDs

The one-page project summary sheet should include:

- key project images
- an at-a-glance abridgment of the project

#### ➤ **Project Identification Form**

- Download form on website & fill out info accordingly
- Print a copy of the form and include it in your submission packet
- Staple your firm's business card to this form

## **2. Design Board**

One presentation board must accompany every project entry. The board must be a 40" x 40" x 1/2" black or white Gatorboard with taped edges (no frames) or Bio-board. Each board shall be composed of drawings, photoprints, and other information to describe the projects. Firm identification should be included on the boards. Board content shall be either dry mounted images or dry mounted digital output.

## JUDGING CRITERIA

The award, recognizing architectural design of enduring significance, is conferred on a project that has stood the test of time. The project must have been completed at least twenty-five years ago, and must be a project by the original design firm or its successor (AIA Pittsburgh members only). The project must be standing in substantially completed form and in good condition. The project must have excellence in function in the distinguished execution of its original program, and in the creative aspects of its statement by today's standards. The building and site together will be examined. The decision to bestow this award rests solely with the jury.

## DEADLINES

**Tuesday, September 1<sup>st</sup>:** Submission Kit Request Forms must be turned in to the AIA Pittsburgh office.

**Tuesday, September 8<sup>th</sup>:** CDs must be received by the AIA Pittsburgh office by 5:00 pm, to be eligible for judging.

**Thursday, October 1<sup>st</sup>:** Boards must be received by the AIA Pittsburgh office by 5:00 pm to be included in the Design Awards Exhibit.

## LIABILITY CLAUSE

AIA Pittsburgh assumes no liability for original drawings and other submission materials or loss or damage to any part of the submission. AIA Pittsburgh retains the right to reproduce any of the submission materials in its publications, educational programs, and web site.

Please check all information for correct spelling and accuracy since it will be used for publication. By making a submission, the entrant agrees that the information contained in this form is correct and complete, and that the entrant will hold harmless AIA Pittsburgh for any and all damage arising out of the use of the information contained herein. Any errors or omissions are the complete responsibility of the entrant.

The entrant further certifies that permission has been obtained from the owner, developer, and photographer of the project to publish photographs, drawings, and other information included in the submission (and releases and authorizes AIA Pittsburgh to use all such materials).

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