

# 2019 Design Awards - AIA Mid-Missouri

## Submission Requirements: Unbuilt Projects

### Purpose

To facilitate the jury's review of your design and the display of your project at the awards ceremony, you need to provide a three-part submission of information containing Power Point, digital, and written components.

### Deadline

The deadline for submissions is close of business on Friday, August 30, 2019. All submissions should be made electronically to an online Dropbox file that we will provide a link to. You may, if you prefer, mail your submission on a CD-rom, but such submissions must be received by AIA Mid-Missouri by the above deadline.

### Power Point Component

The primary submission is a Power Point presentation. **Please use the pre-formatted slide template for all drawings and photos.** The template file will be sent to you after you have registered and paid your entry fee.

The following images are required as a minimum standard:

Site Plan - an image of the site plan drawing shall include graphical scale and compass orientation. Text on the site plan must be a part of the image and not include any identification of the entrant.

Floor Plan - an image of at least one floor plan and any other plan necessary to describe the project. Include a graphical scale and compass orientation.

Other Drawings - include a minimum of one image of a drawing conveying the building's vertical dimensions/qualities. This may be a building section, elevation, axonometric or other measured concept drawing. No videos will be accepted.

### Power Point Instructions:

Slide 1 (required): Fill out all required project information at bottom. Do not change font style, location or size. Insert one representative image of the project. This slide will only be used for display at the awards ceremony, so you may include this photo again (without the identifying information) within your jury submission images.

Slide 2 (required): The rest of the slides will be for the use of the jury. Revise this slide to correspond to your assigned entry number (e.g. #AU-01). If you do not have an entry number please contact Martha John at [info@aiaamid-missouri.com](mailto:info@aiaamid-missouri.com)

Slides 3 - 15 (max): Insert the images from your digital component, one image per slide maximum. All images must be jpg format; 100 pixels per inch is the recommended resolution for each image at its final size.

Enlarge each image so it reaches either the full "X" (width) or full "Y" (height) of the slide template and center each image within the guidelines. We suggest that you format your

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images as close to 1600 pixels X 1200 pixels as possible, as this size will fill the Power Point Slide very neatly. All slides must remain in landscape orientation and retain the black background.

All text and graphics must be a part of the jpg image. No Power Point text, graphics, sound, video clips, transitions, links to other files or custom animation are permitted.

Completed Power Point presentations should not exceed 15 MB total. **Please do not exceed 15 slides total** (including Slide 1 and Slide 2 listed above).

Save the revised PowerPoint presentation to submit with your entry. Please name the PowerPoint file with your Entry number (e.g. #AU-01.ppt) and no other identification. Do not compress or zip the file.

AIA Mid-Missouri reserves the right to disqualify any entry that does not meet the above criteria.

#### Digital Component

The digital component are the images used in the Power Point, and must be included individually, separate from the Power Point. All graphic images (photos and drawings) should be submitted in a high-resolution image format. No image shall have any identification of the entrant other than the entry number.

#### Written Component

Completely fill out both the Entry Identification Sheet and Project Data Sheet. Do not put any identifying information on the Project Data Sheet beyond your Entry Number. A Word file is included for your use. If you do not have this file please contact Martha John at [info@aiaamid-missouri.com](mailto:info@aiaamid-missouri.com)

The written component should address or explain the challenges of this particular project and how the design met those challenges, rather than just describing the design.

#### Submission

The deadline for submissions is close of business (5:00 p.m.) on Friday, August 30, 2019. All submissions should be made electronically to an online Dropbox file that we will provide a link to. Place the files for all three components in the folder that corresponds to your Entry number. You will be given information about connecting with it in your submission packet. If you have any trouble connecting to the Dropbox, contact Martha John at [info@aiaamid-missouri.com](mailto:info@aiaamid-missouri.com) immediately. You may, if you prefer, mail your submission on a CD-rom, but such submissions must be received at AIA Mid-Missouri by the above deadline.

Entry materials will not be returned. Submission of entry constitutes permission for AIA Mid-Missouri to use all or part of the submission for publication and Chapter archive purposes.

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**Entry Identification Sheet**

**Entry #**

Project Name:

Intended Location:

Designed Date:

Project Owner (name, address, phone, contact person):

Architect/Designer: (name, address, phone, e-mail, individual credits):

Photographer/Illustrator (name, address):

This entry submitted by (contact name, firm, phone and e-mail):

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**Project Data Sheet**

**Entry #**

Specific use of project:

Indicate whether project is commissioned or non-commissioned:

Project requirements and solutions (250 words or less, please include where applicable, information on special societal or technical features):

Intended type of construction (materials and systems):

example