

2010 AIA San Diego Design Awards

Submittal Instructions

In an effort to be more sustainable, AIA San Diego has streamlined the submittal process to fully electronic this year... without increasing the submittal fees!

The goal is to eliminate the unnecessary paper and CD waste and to create a faster and more efficient submittal process for our valuable members.

Follow the instructions below to submit your project(s) this year. Download the **FAQs Handout** for answers to your question and if they're not on there call AIASD at: 619-232-0109. Thanks!

1. Enter your project(s) by paying the entry fee online. For more info, go to: www.aiasandiego.org
2. Once you've paid, it will prompt you to go to: www.aiasandiego.org/entry-information for the 2010 Entry Materials.
3. Download the **Project Entry PowerPoint Template**. Each project entry must submit a separate PowerPoint entry file that must not exceed 10 MB. *NOTE: the PPT Template is replacing the former hardcopy Form's A and B and the CD with PPTs... so make sure to read the instructions slide carefully!!*
4. Once you've completed ALL of the required PPT slides for your entry, make sure to also include:
 - Four (4) hi-res media photos, minimum 300 DPI.
 - Signed photo release form(s).
5. Save all entry materials using the following file title templates:
 - Project Entry PowerPoint Presentation
 - ProjectName.ppt (DO NOT save a PPT show or a .pptx file)
 - Media Photos
 - ProjectName1.jpg
 - ProjectName2.jpg
 - ProjectName3.jpg
 - ProjectName4.jpg
 - Photo Release Form
 - ProjectName_PR.doc
6. Submit your materials online:
 - When you're ready to submit your entry, click on the link below to send it to AIA San Diego: <http://dropbox.yousendit.com/AIASanDiego1029289>.
 - Enter your project name in the subject line, and then browse for your file.
 - Once you have attached all the materials for your entry, click on "SEND IT."
 - You should receive an email confirmation that your file has been successfully sent.

PRESENTATION REQUIREMENTS:

- Provide a maximum of sixteen (16) PowerPoint color image slides (minimum 8) – NOT including the Project Information and Award Entry slides (those two slides are replacing Forms A and B).
- More than one image may be placed on each slide if desired.
- DO NOT use slide transitions or animations in your submittal. If the name of the project is on the building and you can tell what the logo is, blur it out.
- The right side of image slides can be used for a brief description of the image. Be concise and use Arial Font only and minimum 10 pt type. DO NOT change the layout of the slides.

NOTE: Any submission that does not strictly adhere to the conditions set forth herein will be rejected by the Design Awards Committee, will not be presented to the Jury, and the entry fee will be retained in forfeiture.