

# 2010 AIA San Diego Design Awards

## 2010 Submittal FAQs

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Last updated: Wednesday, March 31, 2010

- 1. Where are the Forms A, B and C that used to be provided?**

In an effort to be more sustainable, AIA San Diego has streamlined the submittal process to electronic this year (without increasing the submittal fees). All the information from the forms will now be submitted on the PowerPoint slides electronically.
- 2. How many slides can I have for my project?**

A maximum of 16 slides (a minimum of 8).
- 3. Can I put more than one image on a slide?**

Yes.
- 4. How do I send you my project entry this year?**

Download the Submittal Instructions Handout or follow instructions on Slide 1 of the **Project Entry PowerPoint Template** to upload your finished entry materials to the AIA San Diego FTP site (<http://dropbox.yousendit.com/AIASanDiego1029289>). If you do not want to submit electronically, you may choose to submit your materials on a CD this year for an additional \$50 fee.
- 5. How do I send the additional materials (i.e. media photos and photo release form)?**

Follow the Submittal Instructions as outlined above and then upload all additional materials using the following title templates:

  - Media Photos
    - ProjectName1.jpg
    - ProjectName2.jpg
    - ProjectName3.jpg
    - ProjectName4.jpg
  - Photo Release Form
    - ProjectName\_photo.doc
- 6. What and when is the early bird deadline?**

The deadline to get the early bird submittal fee discount is by 12:00 AM on Monday, April 12, 2010.
- 7. Is the final submittal deadline a postmark deadline?**

No – they must be uploaded to the AIA San Diego FTP site by 11:59 PM on the due date, which is **Friday, April 30, 2010** for ALL project submittals.
- 8. Will there be an extension on the final submittal deadline?**

No. If your entry is received late (after 11:59 PM on Friday, April 30<sup>th</sup>), it will be disqualified.
- 9. Can all of my entries go in one upload to the FTP site?**

Yes. You should upload all files for each project submittal under one subject header which should be your project name.
- 10. When are the Presentation Boards due?**

By Tuesday, June 1<sup>st</sup> @ 5:00pm – have delivered to AIASD Office.
- 11. What happened to the Website Header/Banner Ad?**

They are still part of the submittal benefits this year; however the Design Awards Committee and AIASD Staff will format the images for the website (from your media images) and upload them after the awards program this year.

**If you have further questions please contact the AIA San Diego office at 619-232-0109 or email Krista Berry, Director of Programs & Communications at [kberry@aiasandiego.org](mailto:kberry@aiasandiego.org).**