**AIA CHARLOTTE 2019 DESIGN AWARDS PROGRAM: SUBMISSION CRITERIA**

The AIA Charlotte Design Awards Committee is pleased to announce that the Design Awards Program will take place again this year with an expanded list of Entry Categories and an updated submittal and evaluation process. Please see below for more information.

**GENERAL REQUIREMENTS**

**Program Eligibility: Entrants**
Current AIA Charlotte members who are registered architects are eligible regardless of project location or the architect's residence.

Registered architects practicing in Charlotte (and are not current AIA Charlotte members) are eligible regardless of the project's location.

If the design architect is not registered in the State of North Carolina, the North Carolina state-licensed architect of record must be credited.

Students enrolled at an accredited architecture school in North Carolina with a current Associate AIA or AIA Charlotte sponsor.

Any registered architect with work completed in Charlotte is eligible regardless of the architect's residence or location of primary office.

**Program Eligibility: Projects**
Projects that have previously received an AIA Charlotte Design Award are not eligible for entry into the AIA Charlotte 2019 Design Awards Program.

Projects must have been completed within the past five (5) years for entries submitted for the built categories.

Design for unrealized projects must have been completed within the past five (5) years for entries submitted for the unbuilt categories.

Awards for unrealized projects shall recognize unbuilt design(s) as well as theoretical or conceptual work, including installations, environmental art, and research. *Projects cannot have been undertaken for academic credit.*

A maximum of four (4) submissions are allowed per individual entrant.

A single project may be entered in a maximum of two (2) different entry categories - with applicable fees paid for each entry. This would count as two submissions.

**Evaluation Criteria**
All eligible project submissions shall be reviewed by a chaired jury of approximately 4-8 individuals selected by AIA Charlotte from a wide range of leading professionals within the design community.

Entries will be evaluated individually and not in competition with other submissions.

All projects will be judged based on their design and architectural excellence according to the highest guiding principles of the AIA, such as AIA's 10 Principles of Livable Communities.

**AWARD CLASSES**
The jury will attempt to bestow a minimum of three (3) Awards per Entry Category, (which are defined further below) based upon the number of qualified entries submitted. The Award Classes are as follows:

**Honor Award**
To be bestowed for exceptional work, easily distinguishable by a superlative level of design, function, rigor and other remarkable characteristics.

**Merit Award**
To be bestowed for work that demonstrates a high level of design quality and approach worthy of recognition and commendation.
Citation Award
At the jury’s discretion, to be bestowed for work that may not fit exactly into a particular Entry Category or has other unique aspects worthy of recognition.

The jury will determine the final (maximum) number of awards and whether to confer the Honor, Merit, or Citation Award(s) to certain projects.

The jury will have the latitude to identify additional award subclasses (such as renovation, interior design, historic preservation, sustainability, etc.) in each Award Class. These are points of emphasis, identified by the jury, as it interprets the submission(s). For example, an entry into the Small Project category that involves a significant degree of renovation may receive a “Merit Award (for Historic Preservation).”

ENTRY CATEGORIES
The AIA Charlotte 2019 Design Awards Program is offering awards in the following Entry Categories:

- Architectural Design
- Housing
- Urban Design
- Small Project
- Idea and Innovation

Entry Category Descriptions

Architectural Design
Projects submitted in this category shall primarily include a broad range of design(s) for commercial, institutional, governmental and industrial projects that do not fit within the other Entry Categories.

Housing
Projects submitted in this category shall include projects generally comprised of residential uses. These include but are not necessarily limited to: single family attached + detached houses, townhouses, multifamily residential (stand-alone, vertically-integrated and/or mixed use), age-targeted housing, cohousing, affordable housing, and so on.

Urban Design
Projects submitted in this category shall include larger-scale developments ranging from urban block infill to mixed-use projects several acres in size. Emphasis shall be on the elements that create and/or reinforce the urban fabric and foster good placemaking. Projects that demonstrate how buildings support an overall master planning armature are preferred over those that feature planning and design at the city or regional scale.

Small Project
Projects submitted in this category shall include design(s) for work under $150,000 (US) or 3,000 square feet of designed or constructed area. Entrants may exclude extraneous, non-relevant site or floor area from the calculation.

Idea and Innovation
Projects submitted in this category shall emphasize new technologies, alternate design and delivery methodologies, emerging building typologies, advanced tectonics, special details, developing trends and other topics related to design. Emphasis shall be on design work that is experimental, imaginative and explorational.

SUBMISSION REQUIREMENTS

Digital Entry
Submissions shall be made through the online portal system available here. First time users will be required to set up a login profile. AIA members who submitted for this year’s AIA North Carolina or AIA Triangle Design Awards can use the same profile for the AIA Charlotte 2019 Design Awards submission(s). In order for members to receive member entry fee pricing, they must enter their membership number on the registration page. Members and non-members submitting more than one project can enter the Discount Code: Charlotte$25 to receive the $25 discount per additional entry at checkout.

Entrants shall submit individual projects online into the appropriate Entry Category as described above.

Submission Content
Project submissions shall be in the form of a paginated Acrobat Portable Document Format (PDF) file in 11” x 8.5” (landscape) format or a PowerPoint (PPT) file in 13.33” x 7.5” (16:9) format. A maximum of fifteen (15) pages (or slides) are allowed.

Submissions may include up to three (3) animations of three-dimensional massing and/or rendered model not longer than 60 seconds each. However, no “marketing videos” or videos containing the equivalent of a “commercial” for the project or work is permitted. The animations can be embedded in the PPT file or submitted separately.

For more information and/or clarification, please contact:
Kate Shelton
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The files shall be submitted as high-resolution files (300 dpi, minimum). The animation files shall be submitted as .mov or .mp4 files. Submissions sent with other file types will be rejected.

Submissions shall include the graphic (visual) and narrative content sufficient to convey the design parameters and design solution. Submissions typically include a combination of photographs (monochrome or color), drawings (plans, sections, elevations), diagrams, benchmarks and annotations.

Please include a graphic scale and north arrow on the plans, as applicable, for reference.

Every submission should clearly depict the project scope, its aspirational goals, its relationship to context, program and so on.

It is critical to help jurors understand the important qualities of the project as quickly and as thoroughly as possible. Please note that jurors will view digital images only. Be aware of the number of images and information that can be comprehended from a single pages or slides viewed in quick succession.

Submissions should be as comprehensive as possible and relate to the salient aspects of the design. An image of each primary building facade should be evident in the submission. In the case of a group of buildings, a photograph showing the overall composition of structures should be included.

Descriptive Data
A form is provided through the online portal to use as a guide to create a Descriptive Data Form. The format provided must be used without the addition of photographs, drawings, lines or color. The Descriptive Data Form will be read aloud while the jury views electronic images during the first phase of the jury process and later used for publication of the winners. The Descriptive Data Form must contain:

- “Short Description of Project” 150 words or less
- “Architect’s Statement” 400 words or less
- “Construction Methodology” 200 words or less

Concealed Identification
A form is provided through the online portal to record the concealed identification for the project. All information requested on the form must be included. No information regarding the project’s location, owner, designer, etc. shall appear elsewhere in the submission – the projects shall remain anonymous during jury deliberations. Should the submission receive an award, material for publicity and certificates will be taken directly from the information provided on this form. The architect for the project is to be the “Architect of Record” which is the licensed architect(s) or firm(s) with whom the owner contracted. A limited number of individual names may be added to the award as long as the parties involved agree. Proper and accurate credit for the project is the responsibility of the entrant. In the case of disputes or ambiguities about the proper credit, the award may be deferred.

ADDITIONAL INFORMATION

Award Certificates
Certificates for all award-winning entries will be presented at the Design Awards Gala. Winners will receive a maximum of two (2) certificates. Additional certificates will be available at the expense of the award recipient.

Publication
AIA Charlotte intends to publish the entries which receive awards. Therefore, it is essential that drawings and photographs not be restricted against publication. It is the entrant’s responsibility to clear all drawings and photographs for release. A form is provided through the online portal to secure the necessary permission(s).

Entry Fees:
- $100 Student Rate (First Entry)
- $75 Student Rate (Each Additional Entry)
- $150 Member Rate (First Entry)
- $125 Member Rate (Each Additional Entry)
- $200 Non-Member Rate (First Entry)
- $175 Non-Member Rate (Each Additional Entry)

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