

**AIA Albuquerque Design Awards 2009  
November 2, 2009 Deadline**

**DESIGN AWARDS INSTRUCTION FORM  
NO PROJECT IDENTIFICATION NUMBER IS NEEDED WITH YOUR SUBMITTAL**

**ENCLOSURES:**

1. Checklist
2. Concealed Identification Sheet
3. Registration Form

**PROCEDURE: DEADLINE:** Completed submissions **MUST BE RECEIVED** (not postmarked) at the AIA Albuquerque office no later than **Monday, November 2, 2009 no later than 5 pm.**

**ELIGIBILITY:**

1. AIA architects and non-AIA architects or firms whose primary office is located in New Mexico may enter any number of projects; built work must be completed in the past five years or since **January 1, 2004** in any locale. There are no geographic restrictions for projects entered in the competition
2. Categories:
  - General design
  - Historic Restoration
  - Remodel and Adaptive reuse
  - Residential
  - Interior architecture
  - Unbuilt Architecture (a commissioned project that has not been nor probably will be built)
  - Small Architectural Project (a commissioned project with a budget under \$300,000)
  - Urban Design/Planning (The project must have an active client and at least 25% of the construction completed.)
  - 25-Year Award: Any project completed on or before December 31, 1984.

**SEND TO:** AIA Albuquerque  
202 Central Ave SE Suite 103  
Albuquerque, NM 87102  
505-242-9800

**DETAILS:**

1. **REGISTRATION FORM** and payment must accompany each submittal
2. **SUBMITTAL CHECKLIST:** Will help you ensure that you have included all the materials that are required.
3. **CONCEALED IDENTIFICATION SHEET:** Include with your submittal. All information indicated must be accurately provided. Will be kept at AIA Albuquerque office to identify award winners. 8 ½" X 11" Sheets
4. **PROJECT DATA FORM (Include in the PowerPoint Slide ONLY):** All information indicated must be accurately provided.
5. **SITE PLAN (Include in the PowerPoint Slide ONLY):** Clearly illustrated site plan slide showing location of building on property and key features of site and context. Show reference scale and North arrow.
6. **FLOOR PLAN (Include in the PowerPoint Slide ONLY):** Clearly illustrated floor plans slide showing layout of building with all major interior and exterior rooms / places clearly labeled. Show reference scale and North arrow.
7. **TYPICAL SECTIONS (Include in the PowerPoint Slide ONLY) (Optional):** Clearly illustrated sections showing typical spatial organization of building. Show reference scale and key arrows on site and floor plans.
8. **CONTEXT IMAGES (Include in the PowerPoint Slide ONLY):** Provide a minimum of two PowerPoint slides that document the existing context. Describe how the project responds to the adjacent built or natural environment.
9. **POWERPOINT SLIDE IDENTIFICATION:** Indicate slide view including name of feature and direction of each view and what it illustrates about the design concept on each PowerPoint slide. Please limit remarks.

10. **COMPACT DISC (CD):** Submit one CD in PC format with the requested digital information as low to medium resolution JPG images only. **Each project submittal file must not exceed 40 MB, provide a maximum of twenty (25) PowerPoint color slides in the AIA Albuquerque Design Awards PowerPoint format available at [www.aiaabq.org](http://www.aiaabq.org).** Included site plan drawing, floor plan drawings, sections (optional), images of the project context and exterior and interior views of the project. Limit one image for each PowerPoint slide and avoid adding long texts with the images. In the past this has proven to be confusing for juries and the text is difficult to read when projected.

**PLEASE USE A PERMANENT MARKER TO LABEL THE TOP FACE OF THE CD WITH THE PROJECT NAME. INCLUDE ONE SUBMITTAL PER CD.**

**NOTE: No identification of the architect (name or picture) may be included on any part of the submission, except the concealed identification sheet. If this information is found on any of the sheets or PowerPoint slides, the submittal will be disqualified.**

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**DESIGN AWARDS ENTRY FORM**

Please return this form with the appropriate entry fee with your CD submittal on or before **Monday, November 2, 2009 to:**

AIA Albuquerque  
202 Central Ave SE Suite 103  
Albuquerque, NM 87102  
505-242-9800

Phone 505-242-9800      Fax: 505-242-9801      Email: director@aiaabq.org

\_\_\_\_\_  
Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Email (All registrations will be confirmed by email)

\_\_\_\_\_  
Credit Card (Visa or MasterCard)                      Expiration Date                      Security Code

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Signature

Or make checks payable to AIA Albuquerque (None refundable fees.)

**AIA Members:**

**Number of Entries** \_\_\_\_\_                      **Price per Entry**  
**\$80 (Per Entry)** \_\_\_\_\_  
**Total Fees** \_\_\_\_\_

**Non-AIA Members:**

**Number of Entries** \_\_\_\_\_                      **Price per Entry**  
**\$100 (Per Entry)** \_\_\_\_\_  
**Total Fees** \_\_\_\_\_

## **1. ENTRY CHECKLIST**

\*\*\* To be completed by the architect\*\*\*

Read and follow all instructions.

Rules are to ensure uniform entries and for the convenience of the jury.

**Non-conforming entries will be disqualified.**

Submittal requirements:

1. Paper Submittal
  - a. Completed Entry Form and payment – **NO PROJECT IDENTIFICATION NUMBER IS NEEDED WITH YOUR SUBMITTAL**
  - b. 1 copy of concealed identification sheet in a sealed envelope (to be maintained at AIA office)
2. PowerPoint Slide Submittal
  - a. Project data
  - b. Concept statement
  - c. Additional project data form (for un-built design submissions only)
  - d. Site plan
  - e. Floor plan
  - f. Typical sections
  - g. Context images
  - h. Exterior and interior views
3. Slide identification: Indicate slide view, etc. on each PowerPoint slide.
4. Drawings and text
  - a. The data sheets are available at **www.aiaabq.org**.
  - b. Do not submit paper copies of floor plans, site plans or sections (PowerPoint slides only)
5. **No identification of architect** may be included on any part of the submission except the Concealed Identification Sheet. If any are found, the submittal will be disqualified.
6. Label the top face of the CD with the project name with a permanent marker. **(Each project submittal file must not exceed 40 MB)**
7. Information sheets and CD's will not be returned.
8. Completed submissions must be received at the AIA Albuquerque office no later than **Monday, November 2, 2009 by 5:00 pm.**

**2. CONCEALED IDENTIFICATION SHEET (PLACE IN A SEALED ENVELOPE)**

Project Name: \_\_\_\_\_

\_\_\_\_\_

Architect + Firm Name:

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\_\_\_\_\_

Address:

\_\_\_\_\_

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Telephone:

Fax:

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Email:

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Other Credits (Consultants, Contractors & Owners):

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List Subcontractors and Suppliers:

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