



## Submission Packet Requirements 2010 AIA Nebraska Excellence in Design Program

Thank you for submitting your entry/entries to the AIA Nebraska Excellence in Design Program. The required submission materials are also available on the AIA Nebraska website; [www.aiane.org](http://www.aiane.org) **Entry materials are due on the AIA Nebraska ftp site by midnight, Thursday, July 29, 2010.**

You should have received an e-mail identifying your entry number(s). If you have multiple entries, each entry number will correspond with the specific category of your entry. ***Hard copies or previous year's copies will not be accepted.***

### Guidelines

**Any submissions not following these guidelines will not be accepted, no exceptions.**

#### ***Visual Submission***

**Format: Microsoft PowerPoint document**

Entry must be submitted in a Power Point format. **The AIA Nebraska Design template is the only format which will be accepted.** This may be downloaded from the AIA Nebraska website, [www.aiane.org](http://www.aiane.org)

#### **New Construction, Extended Use, Sustainable, and Unbuilt Categories:**

- A standard title slide to include the entry number, entry name, architect/firm and contractor.
- One site plan.
- One representative floor plan.
- 8 additional descriptive images which sufficiently describe the project.

#### **Detail Category:**

- A standard title slide to include the entry number, entry name, architect/firm and contractor.
- 2 images which sufficiently describe the overall project.
- 2 images which sufficiently describe the specific detail.

Images may either be color or black and white. Images may not be manipulated or enhanced in any way that changes the building itself. Environmental replacements/enhancements, removal or transformation of building surfaces, materials and mechanical/electrical appurtenances is not permitted, **with the exception of client signage. Removal of client signage is required.**

Please include your identification number and description on each power point slide. One image per slide will be accepted. **No firm, architect, client or project name may appear in the image. Before placing your images in template, it is important they be resized and compressed properly. The overall file size for the presentation may not exceed 10 megabytes. Failing to do so will result in project being disqualified.** The images must be no higher than 768

pixels and no wider than 1024 pixels and be saved as JPEGs. To prepare such an image for PowerPoint using Photoshop:

1. Open Image in Photoshop.
2. Choose File>Automate>Fit Image.
3. Enter 1024 for the width and 768 for the height. Press "OK", this will proportionally scale your image to a reasonable size.
4. Choose File>Save for web.
5. In the resulting dialog box, under "Settings, choose "JPEG High", and press "Save." Choose to save this image in the AIA NE Template.

### ***Publicity Photographs***

Each entry is required to have 2 photographs. One professional photographer's images may be submitted per entry. Images must be submitted in a digital format; as jpeg files at 300 dpi with a final image size of 5x7 inches.

### ***Data Submission***

The concealed identification (2 pages maximum) + required descriptive data (2) pages maximum in word format. No pdf documents will be accepted. (These may be downloaded from the AIA Nebraska website, [www.aiane.org](http://www.aiane.org))

The required descriptive data is the only information provided to the jury. Each submission must contain a precise program statement – 200 words max - to include information relating to the site, floor plan(s) and context, explanation of the design intentions and approach, description of the solution including materials and systems employed if applicable. Photographs/logos are not permitted on these pages.

**The following materials must be placed in order on the ftp site:**

**PowerPoint Presentation**

**2 Publicity Photos**

**Concealed Identification – 2 pages maximum**

**Required Descriptive Data – 2 pages maximum**

### **Awards**

AIA Nebraska winning entrants will not be notified in advance. Design Award winners will be presented at the Excellence in Design Event, Thursday, October 14, at The Institute for Culinary Arts at Metropolitan Community College, Omaha.

### **Winning Entries**

AIA Nebraska will distribute news releases on the winning entries. Winning entries will also be required to submit a 31 x 31 display board to AIA Nebraska by Tuesday, November 23, 2010.

**Questions:** Sara Kay, Executive Director, [skay2@unl.edu](mailto:skay2@unl.edu) or 402.472.1456.