NSW ENTRY MATERIAL REQUIREMENTS

Guidelines for production of compulsory entry materials

In addition to your online entry, entrants must produce a display board and digital presentation for the jury to support their entry (as detailed in the NSW Architecture Awards Entry Handbook, page 18: *7.0 Chapter Specific Requirements*). Please see below for production guidance and required technical specifications.

Both items should be clearly labelled with your entry no, practice name, entered category and project name, and delivered before the deadline to:

> Attn: Hannah Burgess, Awards Manager
> Australian Institute of Architects, 'Tusculum', 3 Manning Street, Potts Point, NSW 2011

Digital Presentations

In NSW we normally expect to receive more award entries than are practically possible for each jury to visit. As such, our jury process includes 'Step 3' in the entry process, in which all entries are required to present their project in a public forum called 'Presentation to Juries'. We ask all entrants to submit their digital presentation slides in advance so we can test for AV and ensure a smooth scheduled on the day. As the jury will have already reviewed your online entry, this is your chance to provide an expanded introduction to the project in person, providing additional details, perspectives and to answer their questions.

- Please provide one clearly labelled USB or CD containing your presentation for the jury session.

- Presentations can be submitted in either PowerPoint or PDF format. If using PowerPoint, please ensure files are saved as an ordinary presentation <u>not</u> an executable file (.ppt rather than .pptx).

- Anything up to 300dpi standard resolution is generally ok. Please keep presentations to a manageable size to help us with compilation.

- Basic video content can be supported, however we advise keeping promotional video content to a minimum as this minimises your time engaging with jurors. Presentations made up solely of video content will not be permitted.

- Please clearly label both the USB/CD <u>and</u> the digital presentation file name with: entry no, practice name, entered category (or categories) project name.

- Electronic file transfer is also accepted if required, though we are not currently able to facilitate this for all entries. Please email Hannah.Bugess@architecture.com.au for details.

- Take into consideration the presentation time 5 minutes for 'Houses' categories, and 8 minutes for all other categories (with 2 minutes for questions).

- Consider including views and drawings to contextualise the site (for example a shot from Google Earth or similar, broader street view, or include a ground level plan).

- Content from your online entry can be shown again in your presentation. You are encouraged to include additional materials, as this is your chance to show the jury a much broader range of plans and images.

- Please note: YOU WILL NOT BE ABLE TO ALTER OR REPLACE THIS PRESENTATION BEFORE PRESENTATION DAY so please ensure everything is correct before submitting materials. You are advised to check image resolution and test your presentation for display quality before submission.

A1 presentation board

The presentation board not only serves as a visual reference to assist the jury but will be on display to the general public. As such, please consider the inclusion of several views in your layout design and a project description (100 words max) to best communicate your project to the jury, colleagues and public alike.

- Display boards should be A1 in size and in portrait layout only. Boards which do not meet these basic specifications will not be accepted.

- Boards should be produced using ideally foamboard, mounted Tuffboard or similar rigid material which is light, durable and of exhibition quality.

- As a basic requirement, all boards should include: Project Name, Location, Practice/Architect.

- Additional items could include: a short project description (100 words max), broader team credits, photographer credits.

- Images of example entry boards care available on request by emailing Hannah.burgess@architecture.com.au

Consent forms

It is the entrant's responsibility to ensure that the three Copyright Consent Forms are completed and signed. From 2017 entrants are required to submit these forms to the Institute as part of the online entry system.

- Standard Form A: Owner/Client Consent
- Standard Form B: Copyright Licence to Use Project Materials & Agreed Form of Attribution
- Standard Form C: Copyright Licence Schedule of Project Materials

Download here: **Consent Forms A, B & C**

Contact

For any questions or for further guidance, please contact:

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