2020 AWARDS
HOW TO SUBMIT
This document outlines the submission process for the 2020 AIA New Orleans Design, Industry, and Emerging Professional Awards. Topics covered are as follows:

- Schedule
- Creating a Submittable Account
- Design/Industry Awards Step 1: Entry & Payment Form
- Design/Industry Awards Step 2: Project Information Form
- Design/Industry Awards Step 3: Submission Upload
- Emerging Professional Award Step 1: Entry Form
- Emerging Professional Award Step 2: Document Upload

**SCHEDULE**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>December 20, 2019</td>
<td>Call for Entries Open</td>
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<tr>
<td>January 24, 2020</td>
<td>Entry Forms/Fees Due (no late charge)</td>
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<tr>
<td>February 12, 2020</td>
<td>Final Deadline for Entry Forms/Fee (with an additional $25 late entry charge)</td>
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<tr>
<td>February 17, 2020</td>
<td>Submissions delivered by 5:00 PM CT Deadline</td>
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<tr>
<td>February 21, 2020</td>
<td>Submissions sent to Design Awards Jury</td>
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<tr>
<td>March 2-20, 2020</td>
<td>Members Choice Voting Open</td>
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<td>April 2, 2020</td>
<td>Design Awards Event</td>
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Final Project Submissions shall be submitted digitally to AIA New Orleans, no later than 5:00 PM (CT), February 17, 2020 – no exceptions.

**CREATING A SUBMITTABLE ACCOUNT**

Submission to the 2020 AIA New Orleans Awards is a three-step online process, hosted on the platform Submittable.

Before you begin the submission process, sign up for a [Submittable](https://submittable.help/en/articles/904856-how-do-i-submit) account.

Questions on creating an account? Go to: [https://submittable.help/en/articles/904856-how-do-i-submit](https://submittable.help/en/articles/904856-how-do-i-submit)
DESIGN/INDUSTRY AWARDS STEP ONE: Entry & Payment Form

Visit [https://aianeworleans.submittable.com/](https://aianeworleans.submittable.com/) and fill out the 2020 AIA Design Awards Entry & Payment Form to purchase the desired amount of Project Entries.

You will be prompted to fill out information on each project submitted and make payment for the total amount. If you are submitting a project under more than one category, you will pay one entry fee per category. If you wish to pay via check, contact awards@aianeworleans.org

In the example below, the entrant is submitting Pitot House twice (in 2 different categories) and St. Louis Cathedral once, for a total of 3 entries.

Click “Submit” to begin.
DESIGN/INDUSTRY AWARDS STEP TWO: Project Information Form

After completing the Entry & Payment form, you will receive an email that contains a link to the Project Information Form. You must complete a separate Project Information Form for each entry.

Link to Project Information Form: 2020 Design Awards

Hello Lauren,

Thank you for completing the first step to submit your project(s) for the 2020 AIA Design Awards.

To upload your project(s) for consideration, please follow the instructions below:

1) For each project/category, you will fill out the Project Information Form linked below. This is the second step in the submission process.

Click this link to access the Project Information Form. Access and submit a separate Project Information Form for each entry.

For example, if you were to submit your design "Pitot House" under the categories Residential and Divine Detail, you would open the link above in two separate tabs in your web browser and fill it out once for the Residential entry and once for the Divine Detail entry.

2) After you fill out the Project Information form for each project, you will be emailed (per project) a link to an upload form as well as the full submission guidelines. This is the last step of the submission process. The upload form is where you will upload your Project Submission PDF, Members Choice Board PDF (opt), and 5 high quality images of your project.

Questions? Contact awards@aianeworleans.org

After completing each Project Information Form, you will be sent an automatic confirmation email like the one below. If you have submitted multiple entries, you will receive multiple emails. This will not yet include the final submission upload form.

Lauren, only one more step to complete your 2020 Design Awards entry!

Please keep an eye on your inbox - you will be sent a link to the upload form for your submission, Pitot House, shortly. The upload form is the last step in the submission process.

If you don’t receive the upload form within one business day of filling out the Project Information Form, please contact us at awards@aianeworleans.org.

Best,
The AIA New Orleans Team
https://www.aianeworleans.org/
Within one business day, you will be sent the email with the last step in the process. If you have submitted multiple entries, you will receive multiple Upload emails. Each email will indicate the project title.

After submitting materials for each project, you are finished! Your submissions will enter Jury Review and the award winners will be announced at the Design Awards Event. Please continue to page 6 of this document for more details.
The Emerging Professional Award has no associated entrance fees, thus, the process is slightly different than the one outlined above. Each submission requires a one-page nomination letter and two one-page letters of support that speak to the nominee’s contributions and qualifications for the award. Please see the Call For Entries for more details.

You must complete the initial Entry form by Wednesday, February 12th, 2020.

To obtain the Nomination Letters and both Letters of Support, enter the email address of the person providing the supporting documents. They will receive an email with a link to upload the document.

Be sure to have them whitelist submittable.com or check their spam folder to ensure they receive your request.

After completing the Entry Form, you will be sent an automatic confirmation email like the one below.

Within one business day, you will be sent the email with the link to the upload form. This is identical to Step Three of the Design Award submission process as shown above. You will upload a one-page biography and exhibits (up to 5) with images, drawings, or other materials that best demonstrate your accomplishments. This can also be considered 5 pages of exhibits. Please see the Call For Entries for more details.

While the Entry form is due by Wednesday, February 12th, 2020, all materials (biography, exhibits, and reference letters) are due on Monday, February 17th, 2020.
CONGRATULATIONS!

After you have uploaded your submissions, you’re all done. Congratulations on submitting your work!

We look forward to announcing and celebrating with you at the Design Awards ceremony on April 2, 2020. Save the date and keep an eye out for ticket sales information!

We will be hosting an informational meeting to demonstrate the submission process on Thursday, January 11th from 12p-1p at the Center for Architecture and Design.

Feel free to contact awards@aianeworleans.org at any time with questions.