

## DEADLINES

Early Bird Deadline: April 17, 2024 by 11:59pm Pacific Time

Normal Registration/Submission Deadline: May 17, 2024 by 11:59pm Pacific Time

## FEES

All fees are non-refundable. Please review eligibility prior to registering for awards. This fee must be paid online at the time of registration. Refunds will not be given for entries that are disqualified, late, or incomplete; credits will not be given for future submissions.

Early Bird Registration	Amount	Normal Registration	Amount
AIA Member Fee	\$350.00	AIA Member Fee	\$420.00
Non Member Fee	\$550.00	Non Member Fee	\$625.00
Student Fee	Free	Student Fee	Free

## ELIGIBILITY

- Projects may be built or unbuilt
- Built projects must have been completed as of Jan 1, 2017
- Architects with a California license may submit built projects located anywhere in the world
- Architects licensed in other states may only submit built projects located in California
- Undergraduate, graduate and recent graduates are eligible to submit
- Must NOT include firm name or school name in final PDF

## SUBMISSION REQUIREMENTS

Each completed submission package must follow these guidelines. Your entry will be disqualified if it does not contain the required elements.

- Full Project Portfolio
- Student ID for student submissions

*\*Full-time student entrants must provide a copy of their student ID. Recent graduates must have been enrolled full-time during the 2023-2024 calendar years and must provide official documentation of their full-time student status during those years (diploma, student ID showing date, etc.)*

## PORTFOLIO GUIDELINES

- Cover Page with Project Title, Location (if applicable)
- One page project summary, 12 pt. font
- Submitted in PDF format
- Landscape orientation
- 8.5" x 11"
- No more than 8MB and 12 pages
- Must include a readable site plan, with North arrow indicated clearly

- Must include at least one sustainable design strategies diagram
- No text should be included within the portfolio, however, picture captions are acceptable
- Photos or renderings must be clear and concise, with a high resolution
- No more than 4 images per page
- Do not reveal the firm name, architect of record, student name or school

## ADDITIONAL INFORMATION

- Project ID numbers are not required
- Please keep your project title to a minimum and list the name as you would want it shown in a winner announcement, should your project be selected
- Include the correct name and spelling of the Firm and architect of record in Submittable with how you want it reflected on the award certificate, should your project be selected
- If you list the firm name or do not meet all the requirements, your project will be disqualified
- No submission deadline extensions will be given
- For Students - Student ID will be uploaded separately and should not be included with your project submission
- For Students - Group projects are maxed at 3 students, all students involved must be listed on the registration