



# Winston-Salem

## 2023 Winston-Salem Section Design Awards SUBMISSION REQUIREMENTS

### Design Awards Submission Criteria

The Winston-Salem Section of the American Institute of Architects is pleased to present the 2023 Section Design Awards.

### Eligibility

1. The competition is open to all members of the Winston-Salem Section of the American Institute of Architects.
2. All architectural projects are eligible for award consideration, regardless of scale, scope, type or geographic location.
3. Built projects must have been completed and occupied within the past ten (10) years.
4. Unbuilt projects must have a signed contract for architectural services in order to be eligible for consideration.
5. Projects that have received an AIA Winston-Salem Section Design Award previously are not eligible for entry in the 2023 Section Design Awards.

All projects will be judged based on merit for their architectural excellence and contributions to the field of architecture. As the jurors reflect upon the merits of each submission, they will determine the final project award categories and design award designations. The categories may include, but are not necessarily limited to, the following areas: [1] Renovation/Restoration; [2] Institutional; [3] Commercial; [4] Residential; [5] Interiors; [6] Special Projects; and [7] Unbuilt.

### Important Dates

Registration Deadline (submit project titles):	<b>Friday</b>	<b>27 Oct 2023</b>
Submission Deadline:	<b>Friday</b>	<b>17 Nov 2023</b>
Awards Presentation and Gala:	<b>Friday</b>	<b>8 Dec 2023</b>

## Entry Fees

There is a **\$50.00 fee** per project submission. Submit a Registration Form and check for each individual project submission by **Friday, October 27, 2023**. Registration Form and payment must be mailed early enough to be received at the section PO Box, or delivered in person to Riann Adams ([riann.adams@cjmw.com](mailto:riann.adams@cjmw.com)) on or before **October 27, 2023**. You can deliver in person at October's Section meetings OR to:

**CJMW Architecture**  
**525 Vine St**  
**Suite 350**  
**Winston-Salem, NC 27101**

Please make checks payable to AIA Winston-Salem. Once project registration is complete, each project will be given an entry number and correspondence regarding Final Submission criteria will be provided. Please mail Entry Forms and make checks payable to:

**AIA Winston-Salem**  
**P.O. Box 20904**  
**Winston-Salem, NC 27210**

## Detailed Entry Instructions

AIA Winston-Salem Design Awards submissions will be accepted via electronic format only. All images, forms, and waivers must be provided in the format described below following the specified organization and file nomenclature criteria.

If you have questions regarding your submission, please contact:

- **David Byington**, President, AIA Winston-Salem at [aiawinstonsalem@gmail.com](mailto:aiawinstonsalem@gmail.com)
- Please submit the file package via a secure share Google Drive folder location provided by AIA Winston-Salem at [aiawinstonsalem@gmail.com](mailto:aiawinstonsalem@gmail.com).

## Electronic Entry Submission

### Project Folder Requirements

Submit one (1) folder for each project entry (name each folder with that project's given entry number) with the following project information:

1. **Images (8.5in X 11in @ 300DPI)**

These five (5) images shall be submitted electronically as PDF files and will be viewed by the Jury during the awards selection process; in addition, these images will be used for public display. Please designate 1 image as your public display image with Project Title.

**DO NOT** include the firm's name, logos, or project personnel anywhere on the presentation sheet. Avoid placing critical project information in the lower right-hand corner of the sheet.

These project images may include diagrams, drawings, photographs, and renderings that best represent the project. They can be formatted and designed as presentation boards to be viewed individually.

Format: .PDF

Image Size: 8.5x11 inch

Resolution: 300 dpi

File Title: "(Entry Number) – Image – (1-5)"

File Notes: Do not compress, lock or "zip" files

2. **Photography Release Form** (form provided under separate cover)

Format: .PDF

File Title: "(Entry Number) – Release"

File Notes: Please obtain photographer's signed consent prior to submission of entry

3. **Concealed Identification Form**

Format: .PDF

File Title: "(Entry Number) – Identification"

A concealed identification form will be provided to record important project information; all information requested on this form must be included.

Should the submission receive a design award, material for publicity and certificates will be taken directly from the information provided on this form. A limited number of individual names may be added to the award as long as all parties involved agree. Proper and accurate credit for the project is the responsibility of the entrant. In the case of disputes or ambiguities about the proper credit, the award may be deferred. The AIA Winston Salem Section Board will act as mediators of any conflicts, with board members

directly involved recusing themselves. The AIA Winston Salem Section Board will utilize the guidance for credit as published by the NC Board of Architecture. Finally determination of credit will be made by the AIA Winston Salem Section Board.

#### 4. **Descriptive Data Form**

Format: .PDF

File Title: "(Entry Number) – Description"

A descriptive data form will be provided to use as a guide to create the descriptive data sheet for the project submission. The format provided must be used without the addition of any color, drawings, illustrations, or photographs.

The "Short Description of Project" should be 250 words or less and shall be read aloud while the jury views the electronic PDF images during the first phase of the jury process; in addition, the short description may be used for publication of design award recipients.

Following the short description will be the "Architect's Statement Concerning Design Program and Solution" and "Type of Construction," respectively. This information may be used by the jury in subsequent rounds of awards deliberation.

## **Design Awards**

The AIA Winston-Salem Section Design Awards are typically granted in two to three categories: [1] "Honor Award"; [2] "Merit Award"; and [3] "Honorable Mention" or "Citation". These awards shall be granted at the sole discretion of the jury.

Awards will be presented at the Awards Gala on **Friday, 08 December 2023** at Winmock at Kinderton.

Invitations to the event will be provided by email. Please have a representative from the firm or office in attendance to accept the design award(s).

Certificates for design award-winning projects will be presented at the Awards Gala. Award recipients will receive one certificate for the architect or architecture firm. Additional certificates will be at the expense of the award recipient.

## **Publication**

AIA Winston-Salem intends to promote and publish those entries that receive design awards. In order to do so, it is essential that drawings and photographs not be restricted against publication. It is the entrant's responsibility to clear all drawing and photography releases. A form will be provided to you to secure the necessary permission.

## **Jury**

AIA Winston-Salem will announce the jury once selection is complete.