

## The 22nd Annual Inform Awards

A program to recognize and encourage outstanding **LANDSCAPE ARCHITECTURE, INTERIOR DESIGN, and OBJECT DESIGN**

### CALL FOR ENTRIES

#### Eligibility

The program is open to anyone in *Inform* magazine's primary circulation area—architects, interior designers, landscape architects, furniture designers, industrial designers, students, and faculty. Your business address must be located in Virginia, Maryland, West Virginia, the District of Columbia, or North Carolina. All work submitted must have been completed after January 1, 2008.

#### Awards

Award winners in both the Honor and Merit categories will be featured in a special section of *Inform* magazine and announced to the public.

#### Submittal Requirements

Please **register** your projects no later than March 15, 2013. Please **submit** your projects via the uploading tool at <http://www.aiava.org/honorsawards/inform-awards/inform-awards-project-submission> by March 22, 2013.

Your submission will contain two portable document files (PDFs) named as follows:

FILE NAME	CONTENTS
<b>concealedid.pdf</b>	Name and address of the project Project completion date Designer's name, firm/organization, address, phone number, and email address Owner's name, address, phone number, and email address Contractor's name, address, phone number, and email address Photographer's name, address, phone number, and email address <i>If applicable:</i> Fabricator's name, address, phone number, and email address Other names of contributors, as required above.
<b>project.pdf</b>	Page 1: <b>Brief project description</b> (voided of any identifying information such as firm name or designer) and the <b>category</b> to which this project is being submitted. <b>TEXT ONLY</b> on this page. Pages 2—6: <b>Photographs, renderings, and images</b> that provide a clear understanding of the project. Please provide <b>plans and/or sections</b> . Also encouraged are <b>process sketches</b> that communicate the development of the project and/or its construction.

#### 2013 SCHEDULE

**December 1, 2012:** Registration opens

**March 15, 2013:** Registration closes

**March 22, 2013:** Project submissions must be received via the online uploader at [www.aiava.org](http://www.aiava.org) by 4 p.m.

**April 22, 2013:** Winners will be announced by *Inform* Magazine and [readinform.com](http://readinform.com)

**May 7, 2013:** Winners appear in a special section of *Inform* Magazine.

#### 2013 FEES

**\$135.00** per project

Members of the Virginia Society AIA

**\$175.00** per project

Non-Members

**Fees are non-refundable and non-transferable**

**Please note: the project PDF as listed above shall not exceed 5MB in size, nor shall it exceed six pages. You will be asked to resubmit your project PDF if it does not meet these requirements.**

### The Fine Print

Entry fees cover jury and program expenses. Any entry not submitted in the manner specified will not be considered by the jury.

The submitting designer shall clear all photographs and drawings for unrestricted release and reproduction in connection with publicity of the program and publication of the winners in *Inform* magazine.

Any member of a design team may submit that team's project. All other persons substantially contributing to the design of the project must be given credit within the concealed identification PDF, regardless of profession or discipline. Project authorship will remain concealed throughout jury deliberations.

Jurors will be allowed the freedom to confer Honor Awards and Merit Awards. Such awards may be given in as many or as few cases as the jury believes are justified by the quality of the submissions. The jury's decision is final. Award winners will be announced to the news media and published in a special issue of *Inform* magazine.

Anyone with a business address in Virginia, Maryland, West Virginia, the District of Columbia, or North Carolina may submit to the Inform Awards, **but only members of the Virginia Society AIA are eligible for a member rate.**

**Questions?** Contact [jwalker@aiava.org](mailto:jwalker@aiava.org) or (804) 237-1777.

**Would you like to submit at the lower member rate? Not a member of the Virginia Society AIA?** Contact [scalvin@aiava.org](mailto:scalvin@aiava.org) or (804) 237-1772.

### Frequently Asked Questions

*I'm not a member of the Virginia Society AIA, but a member of my project team is. Can I submit at the lower "member rate"? Can Allied Members of the VSAIA submit?* **Yes, to both questions, and you will be asked to provide the member's member number.**

*Are entry fees refundable or transferrable to other VSAIA programs?* **The fees are non-refundable and non-transferrable.**

*I will be submitting three projects. Should I send three registration forms?* **No, you can indicate multiple project submissions on a single form. Payment, however, should be for the total number of projects you are submitting.**

*Can I include the project name in the project PDF?* **Yes, you can—just make sure you don't identify the submitting firm or designer. These are intended to be anonymous submissions.**

*Can I include more than one image per page on the project PDF?* **Yes, as long as the total size of the PDF does not exceed 5MB in size.**

*Why only 5MB?* **To ensure consistency during the file management process and as a courtesy to our jurors who will want to open each file quickly and without trouble.**

*What happens if I exceed the 5MB file limit or 6 pages?* **You will be asked once to reduce the file size and resubmit your project.**

*Can we submit a few days late? In the interest of fairness, no.*

*How will our PDF be viewed?* **Jurors will view projects on both small and large screens. As long as your images are Web-ready (150 dpi is fine), there will be no loss of fidelity.**

*When will the jury review the submissions? When will winners be announced?* **The jury will meet in April 2013 and winners will be announced to the public on April 22, 2013. Please do not contact *Inform* or the Virginia Society AIA to inquire about winners until April 22, 2013.**

# 2013 Inform Awards Registration Form

Registration Deadline: March 15, 2013  
Submission Deadline: March 22, 2013

THIS REGISTRATION FORM, ACCOMPANIED BY A NON-REFUNDABLE REGISTRATION FEE FOR EACH PROJECT SUBMITTED, MUST BE MAILED OR EMAILED TO:

**ATTN: JIM WALKER**  
**Virginia Society AIA**  
**2501 Monument Avenue**  
**Richmond, VA 23220**

or

**informawards@aiava.org**  
(in your email, please identify the project name,  
the project category, and the submitting firm)

Title of submitted project:

Category:

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If submitting more than four projects please include them on an additional sheet.

**Please complete the following submission and contact information:**

I will submit \_\_\_\_\_entry(ies) to the Inform Awards program and agree to comply with its published requirements. Enclosed is my check, payable to "VSAIA" for \$ \_\_\_\_\_or, below, please find my credit card information to cover all entries.

Name \_\_\_\_\_

Firm/Organization \_\_\_\_\_

Street \_\_\_\_\_ Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email: \_\_\_\_\_

VSAIA Member? \_\_\_Yes \_\_\_No AIA# \_\_\_\_\_(used to verify VSAIA membership)

**2013 Entry Fees**

\$135.00 per project  
Members of the Virginia  
Society AIA

\$175.00 per project  
Non-Members  
of the VSAIA

**Payment Method**  Check (enclosed)  VISA  MasterCard  AMEX

Credit Card Number (if applicable) \_\_\_\_\_ Expiration Date \_\_\_\_\_

Security Code (three digits found on the back of the card) \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

**Questions should be directed to Jim Walker at 804-237-1777 or [jwalker@aiava.org](mailto:jwalker@aiava.org)**