

# AIA Florida/Caribbean Honor and Design Awards Presentation Criteria

## All Entries:

- Submittals must contain a minimum of 10 and maximum of 20 PowerPoint slides per project; slides may contain more than one image.
- PowerPoint file may not exceed 10MB.
- NO identifying information may be present in the PowerPoint presentations regarding the entry or the entrants firm.
- All descriptions shall be typed in Arial font at a minimum of 10 pt size type on the left side of each slide. The layout or background of the presentation as given in the template shall not be changed. Should you choose to utilize additional space for images/use less space text that is permissible.
- The first image in the presentation shall include a title, along with the projects square footage and location.
- Floor plans and a site plan or aerial photo are required.
- Include graphic scales and directional north arrows to ensure complete understanding of each project.
- A description of the project should include evidence of its positive impact on individuals and communities as well as its performance in accomplishing client/user goals.
- Presentations should not include sound, animation, video, panorama movies, hyperlinks, or links to other files.
- Must include a separate "Project Data Sheet" pdf.
- All entry materials must be submitted to AIA Florida via the FTP site.
  - Visit <https://www.hightail.com/u/2016DesignAwards>
  - Enter your Entry Number as the Subject
  - Browse your files to submit your:
    - PowerPoint Presentation Saved as "Entry Number.ppt"
    - Project Data Sheet Saved as "Entry Number\_Data Sheet"
    - Concealed ID Form Saved as "Entry Number\_Concealed ID"

## **Special Criteria for Interiors:**

Along with floor plans, include a photo of the building's exterior.

## **Special Criteria for Restoration or Renovation:**

The presentation should include images indicating pre-existing conditions via plans and/or photos.

**Project Data Sheet Criteria:**

**All projects are required to submit a Project Data Sheet to be considered for this award.**

- The project data sheet should be a one-sided, single page, letter sized PDF.
- The sheet shall contain a single photograph with a written description of the project.
- Written descriptions shall not exceed 500 words.
- The description should describe program requirements and design solutions.
- Do not identify the entrant or firm on this Data Sheet.
- **DO NOT forget to include the project entry number on this sheet, and in the file name.**