

2019 AIA Florida/Caribbean Honor & Design Awards FAQ

Design Awards

1. What is the deadline to register?

Registration Deadline is March 22.
Late Registration ends April 12.

2. What is the deadline to submit a project?

Submissions are due April 22, 11:59 p.m. (EST)

3. Where is the folder that used to be provided?

To be more sustainable, AIA Florida has changed to an ALL electronic format. Your information should be included in the slide templates sent to you via email after you have registered online.

4. How many slides can I have for my project?

You should have between 10 and 20 slides. The Project Description slide is counted.

5. Can I put more than one image on a slide?

Yes

6. How do I send you my project?

After you register, you will receive a confirmation email which contains submissions directions. You will be provided a Hightail link to upload your PowerPoint entry <https://spaces.hightail.com/uplink/AIAFLACommunications>. It is also posted on aiafla.org under “Completing Your Submission.” You will also be provided a Registration Number; *please include this number on all correspondence.*

7. What if the name of the project is on the building and you can tell what the logo is?

Blur it out in a photo program on ALL pictures, renderings, sections, forms, etc. If AIA Florida receives a submission with the project name on it, part of the building’s image will be blocked to cover the identity.

8. Is the deadline a postmark deadline?

No – they must be uploaded to the Hightail submissions link by 11:59 p.m. (EST) on Monday, April 22.

9. Will there be an extension on the deadline?

No. If your submission is received late, it will be returned.

10. Can all my entries go in one upload to the Hightail link provided?

Yes. You can upload multiple files at a time and the subject MUST include your Registration Number(s).

11. What if the firm is the “Architect of Record?”

That is acceptable; if a member of the firm is an AIA Florida, AIA Puerto Rico, or AIA Virgin Islands member, and they have an office in the Florida/Caribbean region.

12. Will I receive confirmation that my file has been received?

Yes. After the submission deadline, all files will be downloaded, and the main contact will be sent an email confirming receipt.

13. What if my submission is over the 10MB size limit?

Reduce the file size if possible. The slides will NOT be printed, and images do not need to be high resolution. Should your entry win you will be contacted for high resolution images for publication.

14. How can I register for both a Design and Honor Award?

In order to register for both a design and honor award, you must complete two separate registrations and use two separate email addresses. If you do not have a second email address, please contact Liz Oberman at loberman@aiafla.org or call (850) 222-7590 to register.

Honor Awards

1. What is the deadline to register?

Registration Deadline is March 22.
Late Registration ends April 12.

2. What is the deadline to submit a project?

Submissions are due April 22, 11:59 p.m. (EST)

3. Is there a specific folder/binder I need for my entry?

To be more sustainable, AIA Florida has changed to an ALL electronic format. Your information should be included in the slide templates sent to you via email after you have registered online.

4. Is there a submission number for Honor Award entries?

No. When you upload your entry, please use the *nominee's name* in the subject line.

5. How do I submit my entry?

After you register, you will receive a confirmation email which contains submissions directions. You will be provided a Hightail link to upload your PowerPoint entry. It is also posted on aiafla.org under "Completing Your Submission."

6. What is the entry submission deadline?

The deadline for submissions is Monday, April 22, 11:59 p.m. (EST)

7. Is the deadline a postmark deadline?

No – they must be uploaded to the Hightail submissions link by 11:59 p.m. (EST) on Monday, April 22.

8. Will there be an extension on the deadline?

No. If your entry is received late, it will be returned.

9. How many slides can I have?

There is no limit on the number of slides but remember the 10MB size limit on the file.

10. What if my submittal is over the 10MB size limit?

Reduce the file size if possible. The slides will NOT be printed, and images do not need to high resolution. Should your entry win you will be contacted for high resolution images for publications

If you have further questions, please contact the AIA Florida office at 850-222-7590 or email Liz Oberman at loberman@aiafla.org.

All Design & Honor Awards information can be found at aiafla.org/2019 Design Awards.