

## SUBMISSION OUTLINE

Each design awards project submission must include:

1. Concealed ID Information and Project Data to be completed at [2024 AIA Florida Gulf Coast Design Awards Submission \(cognitofirms.com\)](https://cognitofirms.com).
2. PowerPoint presentation – Template provided

Include your **Project Entry Number** on all forms and file names. See instructions below.

## HOW TO SUBMIT

- All materials must be submitted to AIA Florida via [2024 AIA Florida Gulf Coast Design Awards Submission \(cognitofirms.com\)](https://cognitofirms.com).
- You must complete one form per project. Be sure to use the correct ID number.
- You will complete the form and upload your project data information and PowerPoint.
- Once your files are loaded, click the submit button.

## CONCEALED ID INFORMATION

- Please ensure complete contact information for the awards point-of-contact, architect(s) of record, and all those contractors and consultants on the project. Note:
  - The submitting architect may qualify as a member of a design team, whether or not they served as the head of the team.
  - When one architect is not the sole author, all other participants contributing substantially to the design of the project must be given credit as part of the submission, regardless of professional discipline.
- Be sure to include photo credits including photographer and identify their photo(s)

## PROJECT DATA

- The jury will see the Project Data Sheet *first*, make it count and make it good.
- Include an **image** that best displays the project and a **300-500-word project description** that BEST exemplifies and highlights the program requirements, significant design solutions, and its most distinct or important elements.
- Do not identify the architect by name or firm and/or include anything in the photo that would identify the architect or firm.

## POWERPOINT PRESENTATION

- PowerPoint Presentation file name/save as: **Project Entry Number.ppt**
- Minimum of 10 and maximum of 20 PowerPoint slides per project
- Slides may contain more than one image

- PowerPoint files may not exceed 75MB
- NO identifying information may be present in the PowerPoint presentations regarding the entry or the entrant's 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 use additional space for images, the use of less space for text is permissible.
- The first image in the presentation shall include a title, along with the project's square footage and location.
- Floor plans and a site plan or aerial photo are required.
- Include graphic scales and directional north arrows to ensure a 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, panorama movies, hyperlinks, or links to other files.
- One video may be embedded into the PowerPoint presentation and should automatically start playing. If video uses audio, this should be noted on the slide to inform the juror reviewing the submission. Inclusion of video is not required.
  
- *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.