



project submittal requirements

Attached are the *Project Information* and the *Project Description Forms*. Both are to be completed and included with your submittal. **Each submittal shall include:**

A. Completed *Project Information Form* in a sealed letter size envelope with only the pre-assigned entry number identified (in large permanent type) on the outside of the envelope.

B. Fifteen (15) digital images (maximum) on a CD. You will be emailed a template with 16 PowerPoint slides. On the remaining 15 slides, place your project images in the order you wish for them to be seen. Title the slides in the same order on the enclosed *Project Description* sheet. You will be solely responsible for the results of your images on the templates. **No submitting of firm name, project information, logos or markings should appear on the images.** Please do not put project entry numbers on the images. Project imagery should contain a combination of drawings and photos that provides the jury a complete understanding of the project including its details and its larger context as applicable.

Place these PowerPoint slides on a CD. Label the CD with your pre-assigned entry number only. Include the completed paper copy of the *Project Description Form*, loosely in the envelope, with the CD. Place your Project Entry number on the CD cover in permanent ink.

For un-built work entrants, images should adequately convey the intent and purpose of the project – alternative submission formats will be considered with prior approval when image format does not adequately convey the project.

Each of the images will be shown through PowerPoint at a screen resolution of 1024x768. Images should be sized approximately to 1024x768 at 72dpi and saved in JPEG file format.

C. Identify four (4) images of your choosing for use during the Awards Banquet. You will be emailed a template with 4 PowerPoint slides in addition to the 16 described in Section B above. Place your images into the 4 slide templates in the order you wish for them to be seen. These slides will be used as an overview of the project during the dinner portion of the event. Place these PowerPoint slides on the same CD as used for Section B above. Place your *Project Entry Number* on the CD cover in permanent ink.

D. Please provide one (1) 8.5x11 laserprint of all fifteen (15) images. Label the back of each copy with your pre-assigned entry number. The committee will organize these into a booklet to be used by the jurors during final judging for a more thorough evaluation of each project.

Enclose A, B, C and D in a 10x13 envelope, mailed or delivered to Human Nature, Inc **no later than October 28, 2011**. Any questions, please call Ryan Geismar at 513.281-2211, or Pat Daugherty (AIA Cincinnati) at 513.421.4661.

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