2023 DEADLINES & FEES

Early Bird registration $250: January 23 – February 19
Standard registration $280: February 20 – March 6, 11:59 pm
Last day to submit: Monday, March 13
Fees are paid online at the time of registration. Refunds will not be given for entries that are disqualified, late, or incomplete.

ELIGIBILITY

The AIA Long Beach/South Bay Design Awards Program is only open to AIA members.

Projects entered:
- May be submitted by any member of the AIA LBSB Chapter that had lead responsibility for the design of the project. The project may be located anywhere in the world. Affiliate members of one year or more are also eligible.
- May be submitted by members of other AIA Chapters for projects that are within the boundaries of the AIA LBSB Chapter. (View AIA LBSB boundary map)
- Must be completed or designed after January 1, 2018.
- Entrants are encouraged to re-enter projects previously submitted if they did not win an award.

Categories:
The Design Awards Program seeks to recognize achievements for the broad range of architectural works that AIA members are engaged. In that regard, awards are open to built and unbuilt works of Architecture, Interior Architecture, Urban Design, Sustainable Design, as well as those Architectural Details that exhibit exceptional architectural thought. Projects may be submitted in one or more of the following categories:

- Residential
- Commercial
- Historic Preservation
- Interiors

- Special consideration for Small Project (less than 2,500 sq ft)
- Special consideration for Committee On The Environment (COTE)
- Theoretical (reserved for assigned and affiliate members of the AIA Long Beach/South Bay)

REQUIREMENTS SUMMARY

1. Project Submission *(see below for Project Submission Guidelines)*
One (1) PDF upload, landscape layout, 11 inches wide by 8.5 inches high, maximum of 12 pages or 8MB **(PDFs that exceed 8MB will be excluded). Do not include any reference to the firm name. Do not include the firm logo.** The PDF shall include:

- Narrative (up to 500 words)
- Scaled Plan / Plans
- Scaled Site Plan / Plans
- Minimum 6 and maximum of 12 Photos / Diagrams

2. Project Representation Image (Hero Shot) (separate upload)
One (1) JPG of the submitted project with firm name / logo 1080 x 1080 px. Representation images will be exhibited on AIA LBSB social media platforms for marketing purposes after the jury deliberates. The upload image should be named after the project and may also include the firm name / logo. It is not advised to include any project description text on this image.

3. Additional Photos (separate uploads)
Two (2) additional JPGs that were included in the Project Submission, sized 1080 x 1080 px. These additional photos may be used for awards gala and marketing purposes. The upload images should be named after the project and may also include the firm name / logo. It is not advised to include any project description text on this image.

4. Common Application for Design Excellence from the AIA COTE Top Ten Toolkit (optional)
The Common Application is based on the [AIA's Framework for Design Excellence](#) which seeks to inform progress toward a zero-carbon, equitable, resilient, and healthy built environment. These are to be thoughtfully considered by designer and client at the initiation of every project and incorporated into the work as appropriate to the project scope. The Framework is intended to be accessible and relevant for every architect, every client, and every project, regardless of size, typology, or aspiration.

Note: This form should be completed to the best of your ability. It does not need to be completed in full. The Excel file is a separate upload and does not count against the total pages of your submission. [Click here to download the Common Application](#).

5. Commissioned / Non-Commissioned
Each Submission Registration must indicate if it was commissioned (paid for by a client) or non-commissioned (unpaid work).

6. Legal Disclaimer (separate upload)
Each Submission must include a signed and dated [Legal Disclaimer](#).

PROJECT SUBMISSION GUIDELINES

Each completed submission package must follow these guidelines:
- Submitted in PDF format
- PDFs in landscape layout, 11 inches wide by 8.5 inches high
- Not to exceed 8MB and 12 pages (not including Required Forms upload or Project Representation Image)
- Font 11 point or larger
- Do not reveal firm/project name on Project Submission - only on Project Representation Image and Additional Images
- Optional Common Application for Design Excellence from the AIA COTE Top Ten Toolkit submitted as an Excel spreadsheet

Layout

Pages 1 – 2
A narrative of the project (up to approx. 500 words) which illustrates a concise picture through imaginative verbiage. Follow the summary with one clear graphic that best represents the project. Include the type of project, completion date, and city in which the project is located. This is basic information provided to the jury about your project and should not exceed two pages.

- Describe your project as succinctly as possible.
- Incorporate information about project intentions, program requirements, and sustainable design goals, if any. Include the context, program/scope, special challenges/unusual characteristics, and the solution/design of the project.
- Explain all design achievement that demonstrates exemplary skill and creativity in the resolution and integration of formal, functional, and technical requirements.

- Projects should reflect a strong sense of place, ecology, resource efficiency, history, and purpose as an integral part of demonstrated design excellence.
- For preservation/restoration projects, provide the jury with pertinent information to differentiate between the original architects' work and the newly altered, preserved, or restored work.

Subsequent pages (up to a max. of 12 total pages)
These pages should include images, photos, diagrams, site plans, floor plans, and elevations. Photos must be clear with a suggested image resolution of 125 to 150 DPI.

- Include both interior and exterior photographs that illustrate the complete project, including its relationship to its surroundings.
- You may include composite images.
- Site Plans may be drawn at any scale in any medium, but the scale and north arrow must be indicated clearly.
- Floor Plans must clearly explain the solution.
- Historic Preservation/Restoration Projects must include a side-by-side before and after photo.
- Interior Architecture projects are required to include one exterior photo to give context to the project's surroundings.

AWARDS

The jury will review the entries and will select projects for Honor, Merit, or Citation award recognition. The jury shall have the sole authority to determine which and how many awards are justified in each category. Each entry is considered individually and is judged on the success with which it has met its individual requirements — not in competition with other entries. Jury decisions will be based solely on the materials submitted. There will be no site visits. The jury's decisions shall be final and not subject to review. No minimum or maximum number of awards has been established. Entered projects may also be eligible for additional accolades including excellence in sustainability and excellence in custom residential design. [Learn more about our jury](#).

SUBMIT