



Welcome to the 2016 AIA Associates Award Submission Site

The AIA Associates Award is the highest award given to individual associate AIA members who best exemplify the highest qualities of leadership and have demonstrated an unparalleled commitment to their component or region's membership, in the community, in professional organizations, and/or in the design and construction industries.

Eligibility

Associate members of the AIA who are not licensed to practice architecture by the submission deadline are eligible to be nominated. Any component, member of the national AIA Board of Directors, AIA knowledge community, or College of Fellows may nominate one or more individuals.


Deadline and Entry Fees

- The deadline for submission completion is October 2, 2015 before 5:00 PM Eastern . All deadlines are strictly observed.
- There is a non-refundable entry fee of \$100.00 for this program.
- Please review the [Submission Preview](#) carefully before submitting your payment. You can go back and edit your submission until the deadline but no refunds will be issued.

Use your [AIA.org](#) e-mail and password to login.
Contact [AIA Info Central](#) or call 1.800.242.3837 for assistance.


Log in to the Awards Submission Page


Create New Account

 Select 'Join Now' to create a new account.

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AIA Member Login





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Call for Nominations (closes 5:00 PM Eastern on Friday, October 2, 2015) | [Log Out](#)

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AWARD INFORMATION

[2016 Associates Award](#)

Deadline: 10/2/2015, 5:00 PM Eastern



[Contact the Award Manager](#)



YOUR PROFILE

Candidate's Name

Logins: 1 [Log Out](#)



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SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.



[Feedback Form](#)



NOMINATIONS (you have 0 complete nominations, 0 incomplete nominations and 0 withdrawn nominations)



Your submission is complete when a green check mark appears next to your submission title below.



[Click here to begin a new Nomination](#)



[Frequently Asked Questions](#)



2016 AIA Associates Award

[Continue](#)



Enter your submission title below and select "Continue".

Candidate

Please enter the candidate's name as it should appear on the official citation and in any announcements.

0 characters (200 max)

0 words (75 max)

[Continue](#)

* indicates required field



TASK LIST



- Each task below must be completed to create and finalize your submission.
- You can save your submission and come back to edit or update prior to 5:00 pm Eastern of the deadline date.

Nomination [ID#112059](#)

[Candidate's Name](#)

2016 Associates Award: [Nomination](#)

Nomination Status: [Active](#)

[Submit Nomination](#)



1. [General Format and Jury List](#)



2. [Candidate's Details](#)



3. [Candidate & Nominator Information and Intern Declaration](#)



4. [Payment](#)



5. [Copyright Information](#)



6. [Copyright Image Page](#)



7. [Release Form](#)



8. [Submission Upload for Jury Review](#)

Submit Nomination



GENERAL FORMAT AND JURY LIST

Agree



Please review and agree to the terms and conditions.

1

2016 AIA Associates Award

Candidates will be evaluated on how well they meet the program criteria which is to be uploaded as a single PDF file smaller than 10 MB in the order listed and not to exceed 25 pages:

1. A one-page nomination letter or statement by any component, member of the national AIA Board of Directors, AIA knowledge community, or College of Fellows that summarizes the candidate's contributions.
2. A biography of the candidate, not to exceed two pages, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award.
3. A statement of contributions not to exceed two pages that illustrates the effect of the candidate's work.
4. Exhibits (maximum of 15 pages) with images and/or drawings or other materials that best demonstrate the outstanding accomplishments made by the candidate including confirmation that the candidate was responsible for the projects listed. ([Sample Declaration of Responsibility](#))

Five one-page letters of support that are explicit in their recommendation and contain specific reasons supporting the candidate's nomination (the one page letter is to be written on company letterhead and signed with either an original or electronic signature).

2016 Associates Award Jury

Drew White, FAIA (Chair)
Axis Architecture & Interiors
Indianapolis

Dan Feil, FAIA
Dwight D. Eisenhower Memorial Commission
Washington, DC

Ric Bell, FAIA
City of New York, Department of Design and Construction
New York City

Jennifer Penner, Assoc. AIA
AIAS
Washington, DC

Sarah Dirs, AIA
KG&D Architects
Mt. Kisco, New York

Communication with the jury and/or Board of Directors from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification.

By entering my name in the field below I acknowledge that I have read and agree to the above terms and conditions.

Agree

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CANDIDATE'S DETAILS

Continue

Candidate

Please enter the candidate's name as it should appear on the official citation and in any announcements.

Candidate's Name

15 characters (200 max)
2 words (75 max)

AIA Chapter

Select the candidate's assigned AIA chapter.

Select one ...

Education

Supply in reverse chronological order the candidate's higher education only - provide the name and location of the educational institution, the number of years attended, and the degree(s) received.

B *I* U | | | | |

0 Characters (1000 max) 0 Words (100 max)

Awards & Scholarships

List pertinent awards and scholarships received relevant to the purpose of this award.

B *I* U | | | | |

0 Characters (10000 max) 0 Words (1000 max)

Words:
0

Characters:
0

Work History

Provide a list in reverse chronological order of firm names (including dates and the number of years employed) where the candidate has worked.

B *I* U | | | | |

*

0 Words (35 max)

Continue



CANDIDATE & NOMINATOR INFORMATION AND INTERN DECLARATION

Save Roles



- Your submission needs to have a minimum of 1 role with the 'Candidate' role.
- Your submission needs to have a minimum of 1 role with the 'Nominator' role.

- Add the candidate's name first *then* the nominator's name next to the plus sign.
- Once completed, the candidate's name should be first on the list. If it is not, use the gray arrow button to move it into the primary position.
- Select the candidate's name to complete the required information including the Intern Declaration.
- Select the blue "communication" icon to the left of the nominator's name to send an e-mail notification requesting completion of the required information by the deadline including the Intern Declaration.
- The submission will not be able to be finalized without all parties completing their portion of this process by the deadline.



First Name ...

Last Name ...

Email ...

Select one ... ▼

Add Role

Please indicate the appropriate role for each individual.

Save Roles

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ROLE DETAILS

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Please complete the requested information.



Personal Details

Prefix

First Name

Middle Initial

Last Name

Suffix



Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State / Province

Zip / Postal Code

Country



Contact Details

Telephone

Fax

Email



Submission Manager (they will be copied on all emails)

Name	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Not applicable



Professional Information (as it will appear on conference materials)

Position / Title

Company / Institution / Organization

AIA Designation (AIA; Assoc. AIA; FAIA; Hon. AIA; Hon. FAIA; Int'l Assoc. AIA; N/A)



Select Role - Candidate or Nominator

Please indicate the appropriate role for each individual.



Social Media Information

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INTERN DECLARATION

Continue ...



If you cannot answer 'Yes' to the Intern Declaration Policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Intern Declaration policy.

☐

I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager.



PAYMENT

- The non-refundable entry fee for this program is \$100.00.
- Please review the [Submission Preview](#) carefully before submitting your payment.
- No entry fee will be refunded for submissions that are disqualified, late, incomplete, or withdrawn.



- Once your payment is approved, you will receive an e-mail confirmation for your records and can proceed with your submission.
 - Please be patient while your payment is processed - do not select the payment button more than once or you will be charged for an additional entry.
 - Payment options include: American Express, Discover, MasterCard, and Visa
-

Begin Payment



COPYRIGHT INFORMATION

Save Disclosures

- Each submission requires information about the copyright owner for any images or text being used in this entry.
- The candidate is responsible for completing this information. If the candidate's name is not listed below, please go back to the Candidate & Nominator Information and Intern Declaration Task (Task Three) and use the gray arrow button to move the candidate's name to the top of the list.
- Select the name below in order to begin the Copyright Information Task.



Candidate's Name



COPYRIGHT INFORMATION

[Complete Form](#)

1. Information needed:

For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects ('AIA') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the "Work") identified on this form and submitted in connection with the 2016 Associates Award submission as follows.

This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:

- In connection with the announcement of any awards under the awards program and the promotion of the awards program itself
- In connection with efforts to educate architects through the AIA's slide rental program and any similar programs in different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use

This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.

- ☐ Entrant has NOT secured greater rights to copyrighted material.
- ☐ Entrant has secured greater rights to copyrighted material.

I acknowledge that all copies of the Work submitted in connection with any entry shall remain the property of the AIA but that the copyright to the Work remains mine and is not transferred to the AIA. The AIA agrees to include in reproductions of the Work a reasonable copyright and credit, provided that the necessary copyright and credit information is noted below.

2. Copyright Credit and Contact Information

Typically credit refers to who took the photograph. Contact information should be for the person who owns the Copyright Credit.

3. Copyright Notice and Contact Information

Typically copyright notice refers to who owns the rights to the images. Contact information should be for the person who owns the Copyright Notice.

4. Copyrighted Work

List copyrighted work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material) including copyright owner Information. Enter 'N/A' if this does not apply to your submission.

5. Permissions and Indemnification


By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIA as permitted by this Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyrights.

I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK.

Please type your FULL name on the line below.

By signing this box with my electronic signature, I attest that all information above is true and correct.

Complete Form

 Once you have completed the form, please press the 'Complete Form' button above to officially register this form.



COPYRIGHT IMAGE PAGE

- Please provide a document showing the appropriate copyright credits to be identified with the images uploaded for the Jury. ([Sample document](#))
- A headshot and two additional images from your submission are required for the announcement and must be uploaded as .jpg files 500px wide by 375px high.

Submit File(s)



Copyright Image Page

Choose File

No file chosen

(this is a required upload)



Image Selection for Award Announcement -
One (Headshot)

Choose File

No file chosen

(this is a required upload)



Image Selection for Award Announcement -
Two

Choose File

No file chosen

(this is a required upload)



Image Selection for Award Announcement -
Three

Choose File

No file chosen

(this is a required upload)

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RELEASE FORM

Submit Agreement

Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the Entrant. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential.

By making a submission, the entrant agrees that the information contained in its Concealed Identification Form and any other information or materials submitted by the entrant are complete and accurate. The entrant further agrees that it shall indemnify and hold harmless The American Institute of Architects ('AIA') and Hanley Wood, from and against all claims or damages arising out of the use of any information or other materials supplied by the entrant. All errors or omissions are the sole responsibility of the entrant.

The entrant further certifies that entrant has obtained all permissions necessary to permit AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by Hanley Wood, LLC, for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as they deem appropriate in connection with this awards program, including publicizing the program itself.

☐ I have read and agree to the above terms and conditions.

Please indicate your agreement by typing in your full name above

Submit Agreement



SUBMISSION UPLOAD FOR JURY REVIEW

All supporting documentation must be submitted as a single PDF file smaller than 10 MB in the order listed and not to exceed 25 pages:

1. A one-page nomination letter or statement by any component, member of the national AIA Board of Directors, AIA knowledge community, or College of Fellows that summarizes the candidate's contributions.
2. A biography of the candidate, not to exceed two pages, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award.
3. A statement of contributions not to exceed two pages that illustrates the effect of the candidate's work.
4. Exhibits (maximum of 15 pages) with images and/or drawings or other materials that best demonstrate the outstanding accomplishments made by the candidate including confirmation that the candidate was responsible for the projects listed. ([Sample Declaration of Responsibility](#))
5. Five one-page letters of support that are explicit in their recommendation and contain specific reasons supporting the candidate's nomination (the one page letter is to be written on company letterhead and signed with either an original or electronic signature).

Any material you feel relevant to explain your project should be included within your submission. External links to documents are an acceptable method of supplying additional material should you feel it is significant and vital for the jury to examine, but they are not required to review these items.

Submit File(s)



Submission package for jury review

Choose File

No file chosen

(this is a required upload)