2023 AIA Honorary Fellowship
Sample Application

Submitter Information

Thank you for applying for the 2023 AIA Honorary Fellowship class. On this page please provide the information who is filling out this application (may or may not be the candidate).

<table>
<thead>
<tr>
<th>First Name *</th>
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<tbody>
<tr>
<td>Last Name *</td>
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<tr>
<td>Email Address *</td>
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<tr>
<td>Phone Number *</td>
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</tbody>
</table>

Criteria and Jury List

The AIA Honorary Fellowship program honors international architects for their exceptional work and contributions to architecture and society on an international level.

International architects who have made significant contributions to the profession and society and who exemplify architectural excellence qualify to submit for Honorary Fellowship.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Distinguished architects who are not U.S. citizens or residents of the U.S. and who do not primarily practice architecture within the domain of the Institute may be nominated for Honorary Fellowship.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If a candidate is denied advancement at three consecutive annual meetings of the jury, one year must elapse before a new nomination can be made.</td>
</tr>
</tbody>
</table>
| Deadline    | • the deadline for submission completion is October 6, 2022 before 5pm Eastern  
• all deadlines are strictly observed  
• the non-refundable entry fee for this program is $450 |
## 2023 Honorary Fellowship Jury

The Jury consists of nine Fellows and Honorary Fellows, nominated annually by the Secretary for approval by the Board. One jury member is appointed to serve as chairperson.

- **James Atkins, FAIA, Chair**, Atkins Consulting, Dallas, TX
- **Sandra Barclay, Hon. FAIA**, Barclay & Crousse Architecture, Lima, Peru
- **Rainy Hamilton Jr., FAIA**, Hamilton Anderson Associates, Detroit, MI
- **Lisa Lamkin, FAIA**, Brown Reynolds Watford Architects, Inc., Dallas, TX
- **Rebecca Lewis, FAIA**, DSGW Architects, Duluth, MN
- **Carl D'Silva, FAIA**, Perkins & Will, Chicago, IL
- **RK Stewart, FAIA**, RK Stewart Consultants, Salt Lake City, UT
- **Allison Williams, FAIA**, AGWms_studio, San Francisco, CA
- **Anne Schopf, FAIA**, Mahlum, Seattle, WA

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.

## Jury Recommendations

- do not use anything smaller than a 10-point font
- do not use a light typeface
- the narrative for each of your exhibits should address three things:
  - what was the challenge presented to you;
  - what was your role;
  - what was the outcome.
- each exhibit must state the specific role of both the candidate and the person signing on behalf of the candidate’s role in relation to the exhibit – a wider range of support is shown when an exhibit is signed by someone outside the firm
- add page numbers
- submissions should be no more than 40 8.5x11 inch pages including exhibits
Disqualifications

The jury will review all the applications that met the eligibility requirements and provide feedback. However, there are a number of automatic disqualifications.

- No sponsor letter - you are responsible for including your sponsor letter in your upload
- Page size larger than 8.5x11 inches
- Missing the requisite “Descriptive Data” on the exhibits
- No Declarations of Responsibility
  - Declarations must include the person’s name, title, and organization
  - Declarations must be on the exhibit they are referencing
- Missing the required five (5) AIA reference letters
- Viewing the reference letters before they are uploaded to the application.
- Contacting the jury at any point in the process.

Exhibits for Archives *

☐ I understand that upon elevation to Honorary Fellowship I must supply a redacted version of my submission to exclude signatures on the exhibits for AIA Archives.

Object of Nomination and General Format

Honorary Fellowship is awarded in one of six objects. Candidates are encouraged to choose an object and sub-object that they can show how their achievements have benefited the profession beyond their own firm or community.

You cannot apply for Honorary Fellowship in multiple objects.

Object One

‘To promote the aesthetic, scientific, and practical efficiency of the profession.’

Honorary Fellowship in this object is granted to architects who have produced extensive bodies of distinguished work that has been broadly recognized for its design excellence through design, urban design, or preservation. This may be accomplished through individual or organizational effort. Works submitted may be of any
<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
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<tbody>
<tr>
<td>One</td>
<td>Design</td>
</tr>
<tr>
<td>One</td>
<td>Urban Design</td>
</tr>
<tr>
<td>One</td>
<td>Preservation</td>
</tr>
<tr>
<td>Two</td>
<td>Practice (Management)</td>
</tr>
<tr>
<td>Two</td>
<td>Practice (Technical Advancement)</td>
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<tr>
<td>Three</td>
<td>Led the Institute</td>
</tr>
<tr>
<td>Three</td>
<td>Led a Related Organization</td>
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</tbody>
</table>

**Object One – Design**

Object One – Urban Design

Object One – Preservation

**Object Two**

To advance the science and art of planning and building by advancing the standards of practice.

Fellowship in this object is granted to architects who have made notable contributions through their work in the practice of architecture. Practice management includes firm management, administration, and project management. Practice technical advancement includes specific building types, and technical expertise. For example, practice technical advancement of preservation projects might be based on the architect’s strong commitment to historical research, implementation of unique preservation technique, and coupled with their strong focus on the actual construction implementation to enhance our physical heritage.

**Object Two – Practice (Management)**

Object Two – Practice (Technical Advancement)

**Object Three**

To coordinate the building industry, and the profession of architecture.

Fellowship in this object is granted to architects who have actively, efficiently, and cooperatively led the Institute or a related professional organization over a sustained period of time and have gained widespread recognition for the results of their work.

**Object Three – Led the Institute**

Object Three – Led a Related Organization
| Object Four | To ensure the advancement of the living standards of people through their improved environment.  

Fellowship in this object is granted to architects who have made notable contributions in public service or work in government or industry organizations through leadership in the development of civic improvements and needed governmental projects, including such elements as conservation, beautification, land-use regulation, transportation, or the removal of blighted areas, or who have clearly raised the standards of professional performance in these areas by advancing the administration of professional affairs in their fields. |
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<tbody>
<tr>
<td>Object Four - Public Service</td>
<td>Object Four - Government</td>
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<tr>
<td>Object Four - Industry or Organization</td>
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</table>

| Object Five | To make the profession of ever-increasing service to society.  

Fellowship in this object is granted to architects who have made notable contributions to one of the following: an alternative career related to architecture that illustrates outstanding achievements that supports the architectural profession; extensive volunteer work with organizations not directly connected with the built environment; or service that transcends the customary architectural practice that have wide reaching impacts that serve as a national model. |
<table>
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<tr>
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<tbody>
<tr>
<td>Object Five - Alternative Career</td>
<td>Object Five - Volunteer Work with Organizations Not Directly Connected with the Built Environment</td>
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<tr>
<td>Object Five - Service to Society</td>
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</tbody>
</table>
To advance the science and art of planning and building by advancing the standards of architectural education and training.

Fellowship in this object is granted to architects who have made notable contributions through their work in education, research, or literature. Work in education may be teaching, research, administration, or writing and should have a lasting impact, be widely recognized, and provide inspiration to others in the field and the profession. Research areas may include building codes and standards, specifications, new material applications, or inventions.

Object Six – Education
Object Six – Research
Object Six – Literature

<table>
<thead>
<tr>
<th>General Format</th>
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<tbody>
<tr>
<td>The format of a Fellowship submission must be <strong>40 8.5x11-inch pages</strong>:</td>
</tr>
<tr>
<td>1. Sponsor Letter <strong>(1 page)</strong></td>
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<tr>
<td>2. Section 1: Summary of Achievements</td>
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<tr>
<td>3. Section 2.1: Significant Work</td>
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<tr>
<td>4. Section 2.2: Significant Awards, Honors &amp; Recognition</td>
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<tr>
<td>5. Section 2.3: Significant Publications</td>
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</table>

Cover pages, exhibit lists, reference lists do not count against your page count.

Throughout the submission, candidates must show how their achievements have benefited the profession beyond their own firm or community involvement such as participation in committees, related organizations, presentations, etc.

<table>
<thead>
<tr>
<th>Sponsor Letter</th>
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<tbody>
<tr>
<td>The first page of your submission must be the Sponsor’s letter.</td>
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<td>• Must be one page</td>
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<tr>
<td>• Must be on company letterhead</td>
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<tr>
<td>• Sponsor must sign with AIA credentials</td>
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<tr>
<td>• Should serve as the introduction to the candidate for the Jury.</td>
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</tbody>
</table>
- Should speak directly and specifically to the candidate's achievements (usually three areas of accomplishment).

| Section 1: Summary | The summary of achievements is limited to one page. The candidate’s summary statement should serve as the first 25-35 words. The summary statement must be a concise statement of the candidate's achievements.

The candidate, in consultation with the sponsor, will write a summary of the candidate's achievements. The purpose of this summary is to synthesize on one-page justification for the nomination. The summary should not be in the form of a biographical sketch or a recitation of general assignments or routine offices held. It should summarize, in brief narrative form, the candidate's accomplishments/results within the Object of the Institute in which the nomination is made focusing on three areas and adding specifics within each area. This should summarize the information provided in Sections 2.1 through 2.3. |

| Section 2: Accomplishments | Section 2 is divided into three parts and must focus on the achievements of the candidate cited in the object of nomination.

It is important to include such information as leadership roles and quantifiable results, awards received (including jurors’ names that could add further accreditation), related lectures and presentations, jury service, exhibitions of work, civic and community involvement, published work, and/or succinct details of results achieved from the candidate's involvement in listed activities.

Please keep the descriptions precise and concise. This section must not be used for additional exhibits, small images are permitted but only if they add clarity or support for the listed achievements.

It is very important that material be succinct for clarity as it is reviewed by the jury.

**2.1 – Significant Work**

Describe the significant work of the candidate in the areas relating to the object of nomination (include such information as projects undertaken,
research completed, positions held, academic involvement, jury experience, presentations made, etc.). Always describe the achievements that relate directly to the object of nomination first.

For example:

For positions held, including voluntary ones, include the title and organization name, the duties involved, results achieved, and dates the candidate held the position.

For design or construction projects, include the location and the year of completion and candidate's specific role or achievement for the project.

2.2 – Awards, Honors, and Recognition

Describe significant awards, honors, and recognition accorded to the candidate. Highlight the most significant awards relative to the object of nomination first. List awards from the Institute, other professional associations, government, civic associations, etc. For clarity, group similar awards together ‘e.g., AIA awards (indicate whether they were national, regional, or local), government honors, education awards, etc. Include the years in which awards were received.

2.3 – Publications

List the books or articles written by or about the candidate that support the object of nomination, if applicable. If the title of the book or article is not sufficient to add clarity to the jury review, candidates may add a brief description of the contents or importance of the written material.

Section 3: Exhibits

All exhibits should substantiate the results that have been claimed in the sponsor letter and in the candidate's Section 1 Summary Statement. The work of the last 10 years has special significance, and it is encouraged to focus mainly on that work. For all objects of nomination, 20 exhibit pages is the maximum allowed.

Exhibits for all objects must support the object of nomination and should state

- the challenge;
- your particular role;
and the resolution, emphasizing results.

All candidates are expected to show some project work, whether their own, their firm’s or in the case of educators who do not practice, their students’ work. The important thing to remember is that most of the exhibits for categories 2-5 should be relevant to the object of nomination and provide supportive documentation of the candidate’s achievements.

**Required Number of Exhibits:**
- **Object 1:** A minimum of 5 exhibits. Must have five completed projects for which the nominee is 'largely responsible for design'
- **Objects 2:** A minimum of 7 exhibits, and a maximum of 10. Must have five completed projects.
- **Objects 3 to 6:** A minimum of 7 exhibits, and a maximum of 10. One or two of the candidate’s built projects are encouraged in addition to other exhibits that best support the nomination object.

### Section 3: Exhibits – Descriptive Data

Submissions are subject to disqualification by the jury for failing to provide the appropriate information **on each of your exhibits** as requested below:

- Project (include project number from exhibits list)
- Architecture Firm of Record
- Design Firm
- Completion date
- Role of Nominee
- Synopsis (Challenge Presented/Candidate’s Specific Role/Resolution or Outcome)
- Awards received
- Publications

Each exhibit must include this information and the accuracy of the information describing the candidate’s relationship to the exhibit is of major importance.

In the case of candidates who are government employees and who act as the client to other designers the work of those designers may be included with clear attribution assigned and the role of the candidates clearly identified.
### Section 3: Exhibits

#### – Declaration of Responsibility

**On each exhibit**, someone in possession of full knowledge of the specific project – other than the candidate – must certify the candidate’s responsibility using the following language:

> I have personal knowledge of the nominee's responsibility for the exhibit listed above. That responsibility included:

- largely responsible for design
- project under direction of the nominee
- nominee's firm executed project
- other: explain

**Typed name**

**Title**

**Firm/Organization**

**Relationship to the exhibit**

Each exhibit must state the specific role of both the candidate and the person signing on behalf of the candidate’s role in relation to the exhibit – a wider range of support is shown when an exhibit is signed by someone outside the firm.

### Section 3: Exhibits

#### – Photographs, Diagrams, Sketches

In addition to the narrative sections, all candidates must include quality photographs, diagrams, and/or sketches of the candidate's architectural work or that of the candidate’s firm or others' work in whose creation and production the candidate has played a significant role. Photographs, diagrams, and/or sketches should be selected that best illustrate the candidate's work in the object of submission.

For candidates whose practice has not involved construction, there must be either photographs or literary exhibits.

**Photo Requirements by Object:**

- **Object 1**: At least one photographer per project should illustrate the project in the context of its surroundings. Plans may be included if the project is unusually complicated
  - For Urban design achievements, sketched and other evidence illustrating commissioned and adopted projects may be submitted if photographs are not possible. Exhibit ‘before and after’ photographs, if possible.
For historic preservation achievements, at least one ‘before’ photograph of each project must be included with the photographs of the completed work.

- **Object 2**: Photographs and/or diagrams that best illustrate the particular contribution of the candidate should be included.
  - For practice management using charts and diagrams that best illustrate the growth of the firm, innovations in firm organization, or the like.
- **Object 3 to 5**: Photographs and/or diagrams that best illustrate the particular contribution of the candidate should be included.
- **Object 6**: Photographs and/or diagrams that best illustrate the particular contribution of the candidate should be included.
  - For education achievements, photographs exhibiting the work of the candidate’s students as well as the candidate’s own built work, if applicable, should be included, as well as any educational tools developed.

### Section 4: Reference Letters

As part of the submission process, first-year candidates must request exactly seven reference letters; three additional references are allowed and strongly encouraged for second- and third-year nominees. The system will contact the writers and provide them with the information on adding their letter to the submission.

These letters must be one-page, written on company letterhead (use personal stationery for retired or Emeritus members), signed, and in a PDF format. **Hard copy and emailed letters WILL be rejected.**

There are no restrictions on the selection of references. However, please note that it is in a candidate’s best interest to demonstrate a broad range of support and influence (i.e. geographic distribution, professional diversity; limit references from a single source such as a firm or committee).

**Letters are only requested through this submission and must remain confidential. DO NOT include them in your submission upload.**

### Candidate, Nomination, and Sponsor Information

<table>
<thead>
<tr>
<th>Candidate’s Name *</th>
<th>First Name/Middle Initial</th>
<th>Last Name</th>
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<tr>
<td>Candidate’s Name Pronunciation *</td>
<td>Should you be elevated to Honorary Fellowship your name will be read out loud at Investiture. Please provide direction on how it should be pronounced.</td>
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<tr>
<td>Candidate’s Firm / Organization Name *</td>
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<td>Candidate’s Email Address *</td>
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<td>Candidate’s Phone # *</td>
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<td>Candidate’s Address *</td>
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<td>Country *</td>
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<tr>
<td>Candidate’s Headshot *</td>
<td>Please upload a square photo/image 600 pixels wide by 600 pixels tall and at least 72 dpi in .JPEG format labeled as “LastName_FirstName” to be used for your announcement.</td>
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<td>This photo is not for jury review and only for AIA.org.</td>
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<tr>
<td><strong>Height</strong> *</td>
<td>Should you be elevated to Honorary Fellowship your height is needed to determine the size robe you will require at Investiture.</td>
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<tr>
<td><strong>Demographic Information</strong></td>
<td>All demographic information provided is confidential, and only used for statistical purposes.</td>
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<td><strong>Ethnicity</strong> *</td>
<td>Please select all that apply:</td>
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<td></td>
<td>□ Alaskan Native</td>
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<td>□ American Indian</td>
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<td>□ Asian – Chamorro (Guam)</td>
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<td>□ Asian – Chinese</td>
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<td>□ Asian – Other Pacific Islander</td>
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<td>□ Black of African American</td>
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<td>□ Hispanic – Cuban</td>
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<td>□ MENA (Middle East or North African)</td>
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<td>□ Native Hawaiian</td>
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<td>□ White or Caucasian</td>
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<td>□ Other Race/Ethnicity</td>
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<td><strong>Gender</strong> *</td>
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<td>□ Female</td>
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<td>□ Prefer not to say</td>
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| Disability *       | □ Blind  
|                   | □ Deaf  
|                   | □ Other  
|                   | □ None  |

| Unpaid Labor Declarations * | If you cannot answer ‘Yes’ to the Unpaid Labor Declaration Policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Unpaid Labor Declaration policy. 
|                          | □ I affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which the candidate is an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under their employ, regardless of position or title. Exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) are exempt from this Policy. 
|                          | □ I further acknowledge that I have not utilized any unpaid labor as defined above for a minimum of five (5) years prior to the application deadline for all Institute Honor Awards and a minimum of ten (10) years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards. I acknowledge adherence to the terms of this Policy. 
|                          | □ I acknowledge adherence to the terms of this Policy |

| Code of Ethics and Professional Conduct * | The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices. 
|                                            | □ I affirm that I uphold this value in all my business practices. 
|                                            | Professional Conduct is mandatory for all AIA members and enforceable by the National Ethics Council. 
|                                            | □ I affirm that, throughout the course of my AIA membership, I have consistently abided by the AIA Code of Ethics, have not engaged in conduct that may have violated the AIA Code of Ethics. |
| **2023 AIA Honorary Fellowship**  
| **Sample Application** |

<table>
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<tr>
<th>Ethics and have not been found to have violated the AIA Code of Ethics.</th>
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<tr>
<th><strong>Background Check</strong> *</th>
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| The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards.  

- I understand as a potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate. |

<table>
<thead>
<tr>
<th><strong>Nomination</strong> *</th>
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<tbody>
<tr>
<td>Any member of the institute may nominate qualified individuals for Honorary Fellowship. The letter of nomination must be included in your submission upload.</td>
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</table>

Please select if who your nominator is:  
- AIA Component  
- AIA Knowledge Community  
- AIA Member of the Institute |

<table>
<thead>
<tr>
<th><strong>Object of Nomination</strong> *</th>
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</table>
| Please select the Object of Nomination: (A drop down menu will open on the form)  

- Object 1  
  - Design  
  - Preservation  
  - Urban Design  
- Object 2  
  - Practice (Management)  
  - Practice (Technical Advancement)  
- Object 3  
  - Led a Related Organization  
  - Led the Institute  
- Object 4  
  - Government  
  - Industry Organizations  
  - Public Service  
- Object 5 |
### Alternative Career
- Education
- Literature
- Research

### Sponsor *

In addition to a nominator, all candidates for Honorary Fellowship need a sponsor. If your nominator is an individual member of the institute they can serve as both.

- The sponsor must be an AIA or FAIA member in good standing.
- They should be someone that knows you well and can speak knowledgeably and critically about your career.
- Sponsor verifies the candidate is an architect (by standards of candidate’s country) and determines whether the candidate is a member of an affiliated International Organization (e.g., Federation of Colleges of Architects of the Republic of Mexico, Royal Institute of British Architects, Royal Architectural Institute of Canada, etc.).
- The sponsor’s letter should speak directly and specifically to your achievements (usually three areas of accomplishment). It’s the introduction of you to the jury and you will be disqualified if the Sponsor’s Letter is not part of your final upload.
- The sponsor should assist the candidate in writing the one-page summary and preparing the submission.

Is your nominator an individual member of the Institute:
- Yes
- No

<table>
<thead>
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<th>Full Name</th>
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**Greater Rights & Copyright Credit**

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</table>
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 this submission as follows.

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- □ Entrant has secured greater rights to copyrighted material.

| Copyright Information File * | Please provide a .pdf file showing the following for the Jury:

- For candidate’s headshot:
  - Thumbnail
  - Copyright credit (name and contact information) – who took the photo |
© Copyright notice (name and contact information) – who owns the photo

- For all images in the submission file:
  - Photo thumbnail
  - Page of the portfolio it appears on
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  - Publication date

### Photographer’s Approval Form

For any work in which you are not the copyright owner your photographer(s)’s signature is required on the [AIA Photography Release Form](#) to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file.

#### Upload Here

### Release Form, Permissions, and Indemnification

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 (“Entrant”). There may be no further communication with the Entrant prior to the announcement of an award. Accuracy, therefore, is essential.

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<table>
<thead>
<tr>
<th>Terms and Conditions</th>
<th>By agreeing below, I acknowledge that I have read and agree to the above terms and conditions.</th>
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<tr>
<td></td>
<td>□ I Agree</td>
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<td>I understand that the AIA Board of Directors has the authority to revoke any honor or award conferred by AIA, as set forth in the Rules of the Board</td>
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**Reference Letters**

| Reference Letters | Seven reference letters should be solicited in support of each first-year nomination; three additional references are allowed and strongly encouraged for second- and third-year nominees. |
Candidates choosing to resubmit in nonconsecutive years are considered first-year candidates and seven new reference letters are required. For second- and third-year candidates, the reference letters will be kept on file if they resubmit in consecutive years.

There are no restrictions on the selection of references. However, please note that it is in a candidate’s best interest to demonstrate a broad range of support and influence (i.e. geographic distribution, professional diversity; limit references from a single source such as a firm or committee).

References should be individuals who know the candidate well and are able to verify and attest to the accomplishments cited in the summary of achievements. All references who are architects should be identified as such. References should be explicit in their recommendation and reason(s) for support. The sponsor writes a one-page nomination letter on behalf of his or her candidate, this letter is not a reference letter and is not counted as one of the seven reference letters.

For design achievements include references from design colleagues and peers. For candidates nominated for education achievements, include references from deans, former students, etc. References should be explicit in their recommendation and contain specific reasons for support.

It is the sponsor’s responsibility to contact the reference writers and establish if they are willing to act as a reference and to emphasize the importance of submitting a letter in a timely fashion. In the best interest of the candidate, the sponsor should send the candidate’s Summary Page to the reference letter writers so they can focus their letter on one or two of the points made in that Summary Page.

Reference letters must be:

**All reference letters are to remain confidential.**

The references should be people who know the candidate well and are able to verify and testify to the accomplishments cited in the summary of achievements. For example, for design achievements include references from design colleagues and peers. For candidates nominated for education achievements, include references from deans, former students, etc. References should be explicit in their recommendation and contain specific reasons for support.

It is the sponsor’s responsibility to contact the reference writers and establish if they are willing to act as a reference and to emphasize the importance of submitting a letter in a timely fashion. In the best interest of the candidate, the sponsor should send the candidate’s Summary Page to the reference letter writers so they can focus their letter on one or two of the points made in that Summary Page.
## Reference Letters Requirements

- one-page, focusing on one or two aspects of the candidate’s submission (two-page letters will be removed from your file and not reviewed by the jury)
- on company letterhead (retired or Emeritus members may use personal stationery)
- signed
- uploaded as a PDF file into the system using the unique link provided to each reference writer prior to **5 pm Eastern on October 6, 2022.**

## Nomination Year *

First year candidates are expected to obtain seven reference letters, three additional references are allowed and strongly encouraged for second- and third-year candidates.

*Are you a First, Second, or Third Year Candidate? (Selecting your year will open additional boxes for the requests)*

- First
- Second
- Third

Second- and Third-Year Fellowship candidates should contact HonorsAwards@aia.org when they begin their submission for the 2023 program. We have your previously submitted letters on file and will upload them after the deadline.

| Reference Writer 1 * | Full Name
|----------------------|-----------------
|                      | Email           |

| Reference Writer 2 * | Full Name
|----------------------|-----------------
|                      | Email           |

Full Name
Reference Writer 3 *

Full Name

Email

Reference Writer 4 *

Full Name

Email

Reference Writer 5 *

Full Name

Email

Reference Writer 6 *

Full Name

Email

Reference Writer 7 *

Full Name

Email

Materials for Jury Review

Candidate’s Name *

Please provide the candidate’s name as you wish it to appear on all announcements and notifications.

Candidate’s Summary Statement *

Describe how the candidate's work may be considered notable and how it has advanced the profession of architecture in a 25 to 35-word statement. A simple statement can sometimes say a lot more than one that is overreaching, and the jury will rely heavily on this statement during
the review process. This same statement must be included in the one-page Summary of Achievements.

Word Limit: 35

<table>
<thead>
<tr>
<th>Candidates Education</th>
<th>Supply in <strong>reverse chronological order</strong> the candidate’s higher education only – provide the name and locations of the educational institution, the number of years attended, and the degree(s) received.</th>
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<tbody>
<tr>
<td>Candidates Licensure</td>
<td>List all country(ies) where the candidate is currently registered or licensed to practice architecture, including registration or licensure numbers.</td>
</tr>
<tr>
<td>Candidate’s Professional Affiliation(s)</td>
<td>Provide a list of Professional Affiliations – for example Japan Institute of Architects (JIA), Korea Institute of Registered Architects (KIRA), Royal Institute of British Architects (RIBA).</td>
</tr>
</tbody>
</table>
### Candidates Work History *

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

### Upload Materials for Jury Review *

Your Fellowship submission must include the following items in the order listed as one .PDF file not to exceed 40 8.5x11-inch pages and smaller than 20 MB.

1. Sponsor Letter *(1 page)*
2. Section 1: Summary of Achievements *(1 page)*
3. Section 2.1: Significant Work
4. Section 2.2: Significant Awards, Honors & Recognition
5. Section 2.3: Significant Publications
6. Section 3: Exhibits List (does not apply towards your page count - please provide appropriate photographer credit for all images)
7. Section 3: Exhibits *(20 pages total including a declaration of responsibility required on each exhibit):*
   - Object One: minimum of 5 completed projects for which the nominee is "largely responsible for design," with required data, narrative, and images
   - Object Two: minimum of 7 and a maximum of 10 exhibits (5 of which must be completed projects), with required data, narrative, and images
   - Objects Three-Six: minimum of 7 and a maximum of 10 exhibits with images that best support the object of nomination and the contribution of the candidate.
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| Ready to Submit? * | ☐ I verify all the information associated with this nomination is accurate and am ready to submit payment.  
☐ I understand once payment is made the submission will be completed and no further edits may be made. |