

Fee and registration

- Fill out registration form at www.aiamaine.org.
- Submit entry fee of \$275 for AIA members or \$375 for non-AIA members by 1 December 2009. (After 1 December, fee is \$375 for AIA members and \$475 for non-AIA members.)

Presentation board content

- Mount each entry on two 20" x 20" x ½" foam core boards.
- Include photographic and/or conceptual images and text to effectively describe the project.
- Include site plan with north arrow.
- Include floor plans.
- Include principal building elevations.
- Do not include any identification of entrant or project team on front of board.
- Do not shrink wrap or cover boards with glass or Plexiglas.
- Designate location for future attachment of your business card.

Project description and sustainability metrics

- Include the following information in two sealed envelopes affixed to the back of the boards:
- Envelope 1: Architect identification and credits: firm name, project architect, project team, consultants, project location and/or client, general contractor, subcontractors where appropriate.
- Envelope 1: Photo credit, with signed waiver from photographer.
- Envelope 1: Business card to be affixed to one of the boards after judging.
- Envelope 1: Typed, double-spaced 300-word project description for publication purposes. Include design goals and description of design solution.
- Envelope 1: Affix business card to outside of this envelope.
- Envelope 2: Sustainability metrics. Please include the following, on plain paper with no letterhead or firm information:
 1. Describe how the project design adheres to the "Measures of Sustainable Design" established by the AIA Committee on the Environment (COTE). See: <http://www.aia.org/aiaucmp/groups/aia/documents/pdf/aias076652.pdf>
 2. Provide the total energy use, based on energy modeling or actual usage (In BTU/SF/Yr).
 3. Determine if your project meets the Architecture 2030 Challenge Targets for the project type. See: http://www.architecture2030.org/2030_challenge/targets.html
 4. Note if the project is LEED certified and, if so, what rating it received.

Digital information

- Include a CD-ROM in a protective case with the following information:
- Color images of the project for publication
 - 300 DPI resolution in JPEG (.jpg) or TIFF format
 - Images must be ready to print at a minimum of 8" x 10".
 - Name each image file with a number and project title (example: 01 Smith Residence Entry.jpg)
- Digital text file (Microsoft Word preferred) of architect identification credits: firm name, project architect, project team, consultants, project location and/or client, general contractor, subcontractors where appropriate.
- Digital text file (Microsoft Word preferred) of typed, double-spaced 300 word project description for publication purposes; include design goals and description of design solution.

Board delivery

- Deliver each submittal package on or before noon on 1 March 2010 to:

The Hancock Store - 341 Marginal Way - Portland Maine 04101
Mark package with "AIA Maine Design Awards Program"