

**AIA CANADA SOCIETY DESIGN AWARDS 2025 of Excellence, Merit, Citation and Honourable Mention**

**Submission Checklist:** All submissions must include the following mandatory items, with optional items strongly encouraged:

**Mandatory**

☐ **Images** – 3–5 .jpg files, sized **3200 px wide × 1800 px tall, minimum 72 dpi**.

- One image must be a photograph of the building if constructed.
- Remaining images may be photographs or renderings.
- File names must reflect the project name (e.g., *123\_Main\_Street\_1.jpg*).

☐ **Site or Location Plan** – Same format and size requirements as above.

- File name must reflect project name followed by *\_site*.

**Optional**

☐ **PDF Project Summary** – Up to 20 pages (e.g., a marketing package).

**Judging Criteria:** The jury will evaluate projects using the following process:

1. **Evaluation Criteria**

Entries are assessed on how well they meet their stated requirements and how they address the AIA Canada Society Framework for Design Excellence. Projects are not expected to respond to every measure, but should demonstrate alignment with several.

2. **Initial Review**

Jurors review all submissions individually prior to deliberations.

3. **Collective Deliberation**

The jury convenes to discuss evaluations and identify a confidential shortlist of finalists.

4. **Site Visits**

One or more jurors may visit finalist projects for further assessment.

5. **Final Selection**

The jury reconvenes to review findings and select the award recipients.

**Release Form:** All submissions are subject to the following requirements regarding deadlines, fees, and conditions of entry:

1. **Submission Deadline:** All payments and submissions must be received by **31 October 2025, before 15:00 EST**.
2. **Strict Observance:** Deadlines will be strictly enforced; late submissions will not be accepted.
3. **Entry Fees**
  - **AIA Canada Society Members:** \$250 CAD  
(Projects may be located in Canada or internationally.)
  - **Non-Members (AIA U.S. or International Chapter Members):** \$350 CAD  
(Projects must be located in Canada.)
4. **Non-Refundable:** All entry fees are final and non-refundable.
5. **Acknowledgment:** By submitting an entry, the Entrant confirms acceptance of these terms and conditions.

**Submitter Information**

First Name *	
Last Name *	
Name of Firm *	
Phone *	
Mailing Address *	Street
	City
	Province   State   Country
Email *	
AIA Member Name (if Different from Submitter) *	
AIA Member # *	
Architectural Credits*	Please list all architectural firms that should be credited for public display should this project receive recognition.
<b>Full Project Name *</b>	This name will be used in all publication materials should your project be selected.

<b>Client Name   Owner Name</b>	
Confidentiality *	<p>Would you like the client/owner information to remain anonymous?</p> <p><input type="checkbox"/> No – the client/owner information may be used.</p> <p><input type="checkbox"/> Yes – the client/owner information is Confidential – Not for Publication.</p>
Client Authorization	<p>1. <b>Requirement</b> Client authorization must be received by AIA Canada Society to avoid disqualification.</p> <p>2. <b>Process</b> A separate email will be sent to the client to confirm approval for this project's entry into the AIA Canada Society Design Awards.</p>
Address *	<p>Street:</p> <p>City:</p> <p>Province   State   Country</p> <p>Postal Code   Zip:</p>

**Project Information | Release Form | Authorization**

Release Form Terms + Conditions	<ol style="list-style-type: none"> <li><b>Use of Materials</b> Information and images for any project receiving an award or citation will be drawn from materials submitted by the Entrant. There will be no further communication with the Entrant before the award announcement. Accuracy is therefore essential.</li> <li><b>Accuracy of Information</b> By submitting, the Entrant affirms that all information provided—including the concealed identification form and supporting materials—is complete and accurate.</li> <li><b>Responsibility for Errors</b> The Entrant agrees to indemnify and hold harmless the AIA Canada Society (“AIA Canada”) from any claims or damages arising from the use of submitted materials. All errors or omissions remain the Entrant’s sole responsibility.</li> <li><b>Permissions</b> The Entrant certifies that all necessary permissions have been obtained to allow AIA Canada to publish submitted materials—without financial or other obligation—including from any individual, architect, contractor, owner, or photographer.</li> <li><b>Authorization</b> This authorization includes use in connection with award announcements, program publicity, and third-party publications.</li> <li><b>Acknowledgment</b> By signing below and checking the box, the Entrant acknowledges that they have read and agree to these terms and conditions.</li> </ol> <p><input type="checkbox"/> I Agree</p>
Firm Approval *	<ol style="list-style-type: none"> <li><b>Accuracy of Submission</b> The Entrant and all participating architecture firms confirm that the information and materials submitted are complete and accurate.</li> </ol> <p>Please list your firm as the submitting architect associated with this project and respond to the statements below.</p> <p>Your Firm Name:</p>
	<p><input type="checkbox"/> I acknowledge adherence to the terms of this policy.</p> <p>Signature/Name: _____</p>
Architecture Firm Name #2	
Contact Person #2	<p>Full Name:</p> <p>Email:</p>
Add another firm?	<p>Add Another Firm?</p> <p><input type="checkbox"/> Yes – add another page to document additional firms</p> <p><input type="checkbox"/> No</p>

**Collaborative Acknowledgements | Project Team Credits**
**1. Collaboration Policy**

The AIA Canada Society recognizes the importance of collaboration among all members of the design team. Only firm names, not individual names, will be listed in award materials.

**2. Project Team Listing**

The submitting architect must provide a complete list of all parties involved in the project, including (as applicable) architects, engineers, interior designers, landscape architects, planners, programmers, the developer, and the client/owner. The order of listing is at the entrant's discretion.

**3. Publication Notice**

If the project is selected, all submitted information will be published on the AIA Canada Society website and in official publications. Changes or additions to names, firms, or associates after the official announcement are not guaranteed.

**4. Formatting Requirement**

All entries must follow the format *Type of Service: Firm Name*. Examples:

- Associate Architect: Firm Name
- Consultant: Firm Name; Firm Name
- Engineer – Civil: Firm Name
- Engineer – M&E: Firm Name
- Engineer – Structural: Firm Name; Firm Name
- General Contractor: Firm Name
- Landscape Architect: Firm Name

Type of Service	Firm Name

**Copyright Information**

Greater Rights	<ol style="list-style-type: none"> <li>1. <b>Grant of License</b> For good and valuable consideration, the Entrant grants the AIA Canada Society a non-exclusive license to use any copyrighted work ("Work") submitted with this application. The Work may include text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material.</li> <li>2. <b>Scope of License</b> This license permits AIA Canada Society to: <ul style="list-style-type: none"> <li>○ Use, reproduce, crop, resize, publicly display, distribute, and transmit the Work worldwide, in all media now known or later developed, for the full term of copyright.</li> <li>○ Use the Work in connection with award announcements and promotion of the awards program.</li> <li>○ Use the Work in efforts to educate architects through AIA Canada Society programs (e.g., slide rental programs or similar), provided access is limited to members only and accompanied by notice of permitted conditions.</li> </ul> </li> <li>3. <b>Limitations</b> Any additional use of the Work by AIA Canada Society members requires direct permission from the Entrant, using the contact information supplied below.</li> <li>4. <b>Pre-Existing Rights</b> This license applies when the Entrant has not already secured greater rights to the copyrighted material through a separate license or agreement.</li> <li>5. <b>Entrant Declaration</b>  <input type="checkbox"/> Entrant has <b>NOT</b> secured greater rights to copyrighted material and understands that this submission must cease until such rights are obtained.  <input type="checkbox"/> Entrant has secured greater rights to copyrighted material. </li> </ol>
Copyrighted Work *	<ol style="list-style-type: none"> <li>1. <b>Listing Requirement</b> List any copyrighted work included in this submission (e.g., text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material), along with the copyright owner information.</li> <li>2. <b>If Not Applicable</b> Type "None" if this does not apply to your submission.</li> </ol>
Permissions   Indemnification *	<ol style="list-style-type: none"> <li>1. <b>Permissions</b> By submitting this Copyright Permission Form for textual and visual works, the Entrant represents that they have obtained all necessary permissions to grant the limited rights described in this form.</li> <li>2. <b>Non-Infringement</b> The Entrant affirms that, to the best of their knowledge, the use or reproduction of the submitted work by AIA Canada Society will not infringe or violate any third-party copyrights.</li> <li>3. <b>Entrant Indemnification</b> The Entrant agrees to indemnify and hold harmless AIA Canada Society from all claims or damages arising from any breach of these representations.</li> <li>4. <b>AIA Canada Indemnification</b> AIA Canada Society agrees to indemnify and hold harmless the Entrant from all claims or damages arising from AIA Canada Society's authorized use of the submitted work.</li> <li>5. <b>Acknowledgment</b> By signing below, the Entrant confirms that the information provided above is complete and accurate.</li> </ol> <p><b>Signature of Entrant:</b> _____  <b>Date:</b> _____</p>

## Image Submission Format

### 1. Image Requirements

All images must meet the specified size requirements and may be submitted in either landscape or portrait format.

### 2. Quantity

Each project must provide a minimum of **three (3)** and a maximum of **five (5)** images for official announcements.

### 3. File Format and Size

Images must be submitted as **.jpg files**, sized **3200 px wide × 1800 px tall**, at a minimum of **72 dpi**.

### 4. File Naming

Images must be named to reflect the project name (e.g., *123\_Main\_Street\_1.jpg*).

### 5. Compliance

Images that do not meet these requirements will not be accepted or displayed.

<b>Announcement Image 1</b>  Image 1 will be used for official award announcements.	File Name
	Image Credit
	Caption
Support Image 2*	File Name
	Image Credit
	Caption
Support Image 3*	File Name
	Image Credit
	Caption
Support Image 4*	File Name
	Image Credit
	Caption
Support Image 5*	File Name
	Image Credit
	Caption

Project Video (Optional)	File Name
	Video Credit
	Caption

### Project Information

Project Address *	Street:
	Line 2
	City:
	Province   State
	Postal Code   Zip
Project Area	What is the gross conditioned floor area of the project?
Site Area	What is the area of the project site if applicable?
Project Use/Type	
Program	
Year of Design	
Year of Completion	
Building Height	
No. of Floors	
<p><b>Project Summary</b>          Attach a separate PDF with a written project summary (<u>maximum 200 words</u>).</p> <p><b>File Format</b>          The document must be submitted as a <u>PDF file</u> and clearly labeled with the project name.</p> <p><b>Community Engaged Design Description (if applicable)</b>          If relevant, include a separate section in the same PDF with a community engaged design description (<u>maximum 200 words</u>).</p> <p><b>File Format</b>          The document must be submitted as a <u>PDF file</u> and clearly labeled with the project name.</p>	

<b>Ready to Submit *</b>	<b>Final Submission Acknowledgment</b>  1. <b>Publication</b> <input type="checkbox"/> I understand that, if this project is selected, all submitted information will be published on the AIA Canada Society website and in official publications. Changes or additions to names, firms, or associates after the official announcement are not guaranteed. 2. <b>Accuracy</b> <input type="checkbox"/> I verify that all information associated with this entry is accurate and that I am ready to submit. 3. <b>Finality of Submission</b> <input type="checkbox"/> I understand that once the submission is completed, no further edits may be made and there are no refunds.  <b>Signature of Submitter:</b> _____  <b>Date:</b> _____
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