

## APPENDIX, Friendly and Inclusive Spaces Awards Programme



### SUBMISSION REQUIREMENTS

The following information should be provided for categories 1, 2 and 3:

- Category
- Name and address of project
- Date completed
- Project Description (max. 30 words)
- Name, address and contact details for architect member(s) of UIA Member Section
- UIA Member Section (<https://www.uia-architectes.org/webApi/en/about/section>)
- Where projects were co-authored with other disciplines, a statement that the architect was the leader of the multidisciplinary team
- Name of client
- Site plan, floor plans and cross sections in PDF format
- Maximum of 10 photographs submitted digitally in both low and high resolution. At least one photograph should show the project in context, the remaining should give a comprehensive overview of the project. Minimum of two photographs should be identified as your preferred publicity shots
- A statement (max. 500 words) describing the project including how the design has maximised inclusion and accessibility for all. Insert client and user comments where possible which may be used for publicity purposes
- Links to websites for further information, if available
- Contact details, should a site visit be necessary
- Permission for reproduction of all images, text submitted and agreement to publication in connection with UIA “Friendly and Inclusive Spaces” Awards

**Entry fee** Stage 1 = €50

Stage 2 = €150 for shortlisted projects

Stage 2 fee will cover cost of printing panels, shipping to Congress, mounting of exhibition & publicity, and general administration etc.

The following information should be provided for category 4:

- Category
- Title of research
- Date completed
- Name, address and contact details for architect(s)
- UIA Member Section
- Where the research was co-authored with other disciplines, a statement that the architect was the leader of the multidisciplinary team
- Abstract of maximum 1000 words describing the research with relevant images, graphics and illustrations. The research methodology should be explained and conclusions outlined.
- Links to further information, if available

Entry fee: €50

### **Formats**

- High resolution images should be min 2MB, max 5MB
- Low resolution files should not exceed 500kb Formats accepted EPS, TIFF and JPEG
- Naming protocol for photographs : project name(photo no)photographer name.jpg e.g. Castletown(01)DavidLewis.jpg