

SUBMISSION INSTRUCTIONS

1. Create an account at <http://urbanintervention.aiaseattle.org/user/register> using the name of the person who submitted the registration fee as the username.
2. Allow up to 24 business hours for account approval. Once your account is approved, you may log in to the submittal site using instructions sent to you via email.
3. On the left sidebar, click "Create Entry".
4. Fill out the required text fields and upload your PDFs and JPGs (See **Submission Requirements** on page 16 of the Competition Brief).
5. Use the "Save" button at the bottom of the page to save your progress or when your submission is complete—your entry can be edited and/or updated until the submittal deadline on February 10.
6. Edit your entry by clicking "My Account" in the top right corner, and then "Track". After February 10, you will no longer be able to access your entry and it will be considered complete.

FORM CONTENT

Entry Name: Use this entry name consistently throughout this submittal. This name will be used to refer to this submittal in publications, press releases and elsewhere.

Design Statement: 250 words. Use the text from the first page of the Design Statement PDF.

Team Name: Name of the team submitting the idea.

Team Country: Primary country of the project team, or team lead.

Licensed Professional: Name, title, affiliation and licensure of design professional related to the built environment on this team (ex. "Jane Smith, Architect, Acme Firm, WA State Dept. of Licensing").

Team Members / Design Credits: List the members of the project team submitting this idea, as follows: Full name, discipline, affiliation: role (optional). (Ex. "John Doe, Planner, ABC Firm" or "John Doe, Planner, ABC Firm: renderings").

Entry Contact: This is the person we will contact if there are questions or problems with your submittal.

Contact Info: Email, Phone, Postal Address, City, State, Zip code.

Viewing Gallery

JPG Design Statement (naming convention: Project Name_DS.jpg)

JPG Analytic Concept Sketch (naming convention: Project Name_ACS.jpg)

File Uploads – See *Submission Requirements* on page 16 of the Brief for dimensions and additional information. Please note size and dpi requirements below, as they have been updated and differ from the Brief.

PDF Design Statement (naming convention: "DS_Project Name.pdf") 24MB max. size, 96 dpi

PDF Analytic Concept Sketch (naming convention: "ACS_Project Name.pdf") 24MB max. size, 96 dpi

PDF Exhibition Panel (naming convention: "EP_Project Name.pdf") 24 MB max. size, 300dpi

JPG or TIFF Publicity Image (naming convention: "ProjectName_TeamName_PhotoCredit_print.jpg (or .tiff)" 24 MB max. size, 300dpi

JPG or TIFF Team Photo (naming convention: "TeamName_PhotoCredit_print.jpg (or .tiff)" 24 MB max. size, 300dpi

URBAN INTERVENTION

The Howard S. Wright
Design Ideas Competition
for Public Space

next 50
SEATTLE CENTER 2012

CHECKLIST

ENTRY INFORMATION

- Entry Name
- Design Statement
- Team Name
- Licensed Professional
- Team Members / Credits
- Entry Contact

SUBMITTAL MATERIALS

- Design Statement PDF
- Narrative statement up to 250 words
- 3D representations of proposal
- Response to site context
- File name adheres to Naming Convention

Analytic Concept Sketch PDF

- Narrative up to 750 words
- Diagrams / visual response to 5 themes
- Response to site context
- File name adheres to Naming Convention

Exhibition Panel PF

- 3D representation covering 25%+ of board
- Additional images / diagrams
- Photo Credits
- Team name and logo (if applicable)
- Readable text in exhibit setting
- File name adheres to Naming Convention

Viewing Gallery & Publicity Image

- JPG Design Statement
- JPG Analytic Concept Sketch
- Print-ready publicity image
- File names adheres to Naming Convention

ONLINE SUBMISSION

- Register & submit payment
- Create Account
- Create Project Entry
- Complete Online Form
- Upload Design Statement PDF
- Upload Analytic Concept Sketch PDF
- Upload Viewing Gallery files
- Upload Publicity Image file
- Upload Team Photo file
- Save

Questions? Danielle Henderson, danielleh@aiaseattle.org, 206.448.4938 x107