

AIA/COTE 2012 Top Ten Green Projects Tips & FAQ

ONLINE SUBMITTAL TIPS

General Submission Guidelines

- Allow the maximum time for preparing and submitting your project.
- Begin preparing your submittal early.
- Do not wait until the final hour to submit your entry.

Online Entry Forms

- Ensure that the name of the project you enter online matches the name of the project indicated when paying your online registration fee
- You can go back to any form “section” to make revisions as often as desired – just click on the numbered link.
- Click on “View Draft” to view your entry as it will appear to the judges (except that judges will not see data you entered in screens identifying you or the project team). **Make sure to click on the “Save and Proceed” button before you “View draft” or your recent changes will be lost.**
- The “Finalize” button appears at the bottom of the last screen. Most field on the form are required, and you will not be allowed to finalize and submit your entry until they are completed. If any required fields are not completed when you click on “Finalize”, the form will tell you which fields are missing. After you finalize your entry you will not be able to go back and edit it, but you will still be able to view the draft.

Prior Year Entries and Pre-existing Data

- The online submission forms have been completely reconstructed for 2012, and no data from past entries is available in the system. You will have to reenter any data from past entries.

Graphics/Photos/Illustrations

- Select illustrations that best inform the jurors of the innovative sustainable design solution that has been developed.
- Include at least one section or diagram that illustrates daylighting, natural ventilation, and other sustainable design strategies. Other suggestions for illustrations to submit are included in the Top Ten Measures and Metrics.
- Ensure that you are able to authorize unrestricted use of the low-resolution versions of all images you select. Give photo/image credit and caption for each. (Photo credits will not be seen by the judges, so firm names are allowable in the credit fields.)
- A minimum of ten images/illustrations are required. Do not exceed 18 images/illustrations
- Images to be included online are at submitter’s discretion.

- Compile photos and check file sizes before submitting them. Submit only medium-resolution images for viewing on screen. The low-resolution images will only be used for the online submission. No single file should exceed 5 MB.
- Allow the maximum time to prepare your images for online submission.
- Firms of winning projects will be required to submit high-resolution images for posting on the AIA Web site and other uses.

Do not disclose identity

- Identify the firm and architect ONLY in the designated fields:
 - Submitting Architect
 - Joint Venture or Associate Architect.”
 - Photo credits
 - Project Team and Contact Information
 - Legal Forms
- DO NOT include any reference to the firm or architect in the narrative text, any pdfs submitted (energy modeling, for example) or the photos. Any project with “authorship” information in the narrative or photos will be immediately disqualified.

Completing the narrative text

- Use the PDF-format Project Requirements sheet or preview all the forms to view all the needed data and plan your entry.
- Note that text formatting will not be retained in the online forms. Therefore use plain text only, and leave a blank line between paragraphs.
- Start early and gather all narrative information.
- Write and carefully edit your copy to avoid exceeding the word limit for each description. Write clearly and avoid grandiose or vague statements. Communicate the big ideas of the project and what results were achieved.

FREQUENTLY ASKED QUESTIONS

1. Why am I having trouble registering or logging in?

Keep in mind that logging into the online submission forms at submit.iaatopen.org is separate from logging in to register and pay at aia.org. Make sure you’re using the correct email/username and password for each site. If you have forgotten your password, use the “Request new password” link under the login fields. An email will be sent if the address matches the original used when you first registered, with a link allowing you to reset your password.

2. Do I have to fill in all the information at once?

No. Only a Project Name is required to save your entry. After that you can complete the entry in any order, saving it and coming back as often as you wish.

3. Can I just copy/paste from MS Word?

Yes, but remember that the forms' text boxes are plain-text only. Special characters may not translate properly.

4. What if I want to include text formatting in the description fields in my entry?

Text formatting, including HTML tags, is not supported.

5. I am working on a Mac. Are there any restrictions?

Not that we are aware of.

6. Why is it so important that my company name not appear anywhere except where required?

We have attempted to give each team an equal chance at being selected as a Top Ten Green Project. The occurrence of a company name could give a project an unfair advantage or even hurt the project's chances. Any submission containing company or architect information anywhere other than in the designated fields will be DISQUALIFIED.

7. I have submitted this project in the past; may I re-submit?

Projects may be re-submitted to this program up to three times total. We encourage re-submissions and encourage you to consider including additional data or information that might have become available. We cannot reopen past submittal for you; you will have to reenter all your data to re-submit.

8. Is LEED or other rating system evaluation required?

No.

9. My project will be built and occupied next month. May I enter it for consideration?

No. To be considered, the project must be completed and occupied at least three months before the submission deadline.

10. What should I do if I get stuck or need help?

You can use the "Need Help?" link the upper right of the screen to email aiatopten@buildinggreen.com for help. Please include as much detail as you can about your problem, and include:

- your project name,
- the email address you used to register (if different from the one you're emailing from),
- the screen or page you're having trouble with,
- if possible, a screen capture showing the problem as it appears on your screen, and
- instructions on how to reach you by telephone (number and good times to call).