

CALL FOR ENTRIES 2020 OAA AWARDS DEADLINE DEC.09.19



Online Nomination Walkthrough 2020 OAA Awards

Step 1: Create Account Profile

You'll need to provide a contact name, mailing address, phone and email address. You'll have the opportunity to assign an 'administrative assistant' to be copied on all submission emails. The nominator's company name and profession/title also need to be entered during this step.

Step 2: Start New Application

You'll need to enter the nominee's name and select the award category for which you are submitting the nomination (1 of 6 options). All the OAA Award categories are listed in a drop-down menu and a description is available for each award by clicking the "view descriptions of the categories here" link within the form.

After completing this step, you'll be taken to a page containing a task list with various sections. As you complete the sections of the form, a green checkmark will appear to indicate completion. Once all tasks are complete, you can preview your nomination before clicking 'submit' to finalize your nomination. You may leave and come back to the nomination at any time before finalizing and submitting it.

The task list looks like this:

TASK LIST

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.

NOTE: All Submissions will be reviewed to confirm eligibility and completeness. Any ineligible or incomplete submissions will be disqualified.

[Click here to view descriptions of the Award categories.](#)

Submission ID: 399819
Design 123
Award Category: Design Excellence
Submission Status: Active

[Save Nomination](#)

- 1. Eligibility Verification**
Click here to complete Eligibility Verification.
- 2. Credit of Authorship**
Please complete the Credit of Authorship details.
- 3. Credit of Authorship Practice Details**
Click here to add all practices involved in the project.
- 4. Project Information**
Please provide the Project Information in this section.
- 5. Detailed Description of the Project**
Please complete a detailed description of the scope of work and illustrate how the project responds to the five award criteria.
- 6. Sustainable Design**
Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task.
- 7. Sustainable Design Upload**
Upload applicable PDF files to illustrate the sustainability of the project. If not applicable to your project, enter task and complete first question to opt out.
- 8. Upload Images / Electronic Files**
Click here to upload required images/electronic files.

Step 3: Complete the sections of the Task List for your Award Category. (Task lists will vary depending on the award category to which you are submitting.)

The example provided below is for the **Design Excellence** Category:

1. Eligibility Verification

Complete questions to verify that all eligibility requirements have been met.

2. Credit of Authorship

Complete to identify if the project was a joint venture and to confirm all the authors/practices involved in the project.

3. Credit of Authorship Practice Details

List all practices involved in the project. You will be adding the Practice contact along with Practice Name. Click the 'Save Practice' button at the top of the page once complete.

4. Project Information

Project name, date of completion, location and value.

5. Detailed Description of the Project

Complete a detailed description of the scope of work and illustrate how the project responds to the five awards criteria.

6. Sustainable Design

Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task.

7. Sustainable Design Upload

Upload applicable PDF files to illustrate the sustainable design criteria of the project. If not applicable to your project, complete first question to opt out.

8. Upload Images / Electronic Files

Using the tool built into the form, upload your project images and drawings. (site plan and five to 10 images). Please include interior and exterior views of the project. Images submitted become the property of the Ontario Association of Architects and we reserve the right to use them for promotional purposes. Anonymity is no longer a requirement for Design Excellence submissions. The name/logo of the architect/practice can now appear on the photo credits and/or description text.

Preferred Specifications:

300 dpi @ 8" x 10", JPEG, EPS or TIFF

PDF files also accepted

9. Optional Video Upload

Complete this task to add a video if applicable. If you do not have a video, please check the box provided to opt out.

Video file types accepted are: mp3, mp4, avi, mov and mpg.

10. Nomination Fee

Please confirm payment method for \$100 submission fee. Options include cheque, Interac, online & telephone banking.

All payments must be received no later than 10 business days from the Nomination Submission date.

Note: If you have not completed the nomination, you may save it and come back to the nomination at any time before finalizing and submitting.

Step 4: Submit your Nomination. Deadline: Monday, December 9, 2019

For assistance with your nomination, contact Administrator, Website & Communications, [Tamara King](#). If you experience technical difficulty with the submission site, contact [Technical Support](#) at 1-877-426-6323.