

**SAIA FREE STATE AWARD FOR ARCHITECTURE 2019
and the
SOUTH AFRICAN INSTITUTE OF ARCHITECTS'
AWARD OF MERIT & AWARD FOR EXCELLENCE 2020**

CONDITIONS FOR ENTRY: PROJECTS COMPLETED DURING 2017 - 2018

1. **Any member of SAIA Free State or other SAIA Regional Institute who has completed work in the Free State or Northern Cape Region during the above-mentioned period, may submit work.** More than one work may be submitted. International projects may be submitted through the Architectural Practice's membership region.
2. The regional panel of adjudicators will be appointed by the SAIA Free State Committee. The regional panel will adjudicate all entries and recommend to the Committee which projects should be awarded the regional awards, having made its decision by the end of September 2019. It is the regional committee's responsibility to prepare the juror's report, regional citations, and arrange for the notification of these to SAIA. It is also the committee's duty to receive and forward any additional documentation that may be required for national assessment by the due date.
3. Nominations must be made on the attached nomination / submission form (**Entry Form A**). A separate form must be used for each nomination / submission.
4. **Nominations / Submissions for projects completed during 2017-2018 must include the following:**
 - 4.1 A non-refundable entry fee of **R1 050,00** (including VAT), **payable to SAIA Free State.**
 - 4.2 **1 x A4 brochure containing:**
 - a. A copy of the **submission form** signed by the principal architect of the practice. (Where more than one practice is entering a project, the details of all practices must be clearly indicated).
 - b. A full **list** of all the professionals / consultants and contractor(s).
 - c. A brief **description** of the project of approximately 300 words. (A one sentence summary of the project and why it excels).
 - d. A brief **comment** on the project not exceeding 300 words from the user or client.
 - e. **Consent from the client** to inspect the work. (Critical).
 - f. A **locality map** with clear instructions on how to reach the site.
 - g. Name and **contact numbers** of the project architect / architect who will be present at the site visit and the contact name of the person who can assist the panel of adjudicators in gaining access to the project during the site inspection.
 - h. Scale **drawings** and **photographs** to illustrate the project and its context adequately as follow:
 - Entrants must upload 8-12 images (drawings and photographs) on a DVD or flash-drive (which will not be returned) as JPEG's. They should be a mixture of exterior & interior shots of the project. These images are used for judging and media purposes. They should convey and highlight what is good about the project. We advise both wide shots and close-ups and if possible show the building in use.
 - Entrants must also upload up to eight plans as jpegs which must include a location plan, site plan, floor plans, elevations and sections.
 - Images, file type: JPEG, quality and size: up to 5MB in size, no less than 2MB, DPI: 300. Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.
 - Plans, file type: JPEG, quality and size: up to 3MB in size, no less than 500KB. Please note: no symbols in the naming protocol: ProjectName01Plantype.jpg.

All printed documents must be of A4 size or A3 folded to A4 size (no A1 posters are required for Regional Award submissions). Please note that all information provided will be the same information used for publishing and printing of the certificates and therefore must be accurate. The Regional Institute may call for further documentation, or additional copies of the submission.

5. A project, which has received a regional *Award for Architecture* in 2019 and also meets SAIA's eligibility requirements, will be submitted for consideration for the SAIA national awards; the *Award of Merit* and the *Award for Excellence 2020*. Authors of the awarded project/s and the client/s must agree to this condition on the entry form (applicable for regional and national submissions). Further copies of the documentation submitted for regional awards as well as A1 posters in a certain format, will be requested for national submission if your project has received a Regional Award.

Regional submissions must reach SAIA Free State's Offices (Fischer House, 72 President Reitz Avenue, Westdene, Bloemfontein, 9301) by 12h00 on Friday, 19 July 2019.

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ENTRY FORM A

NOMINATION/SUBMISSION FORM: PROJECTS COMPLETED DURING 2017-2018

Closing Date: **12h00 on Friday, 19 July 2019** (No late entries will be accepted)
Delivery Address: **SAIA Free State** (Fischer House, 72 President Reitz Avenue, Westdene, Bloemfontein, 9301)

THIS SECTION MUST BE COMPLETED BY THE REGIONAL COMMITTEE:

| | | | | |
|-----------------------------------|---------------------|--|---------------------|--|
| The entry is eligible for: | SAIA Award of Merit | | Regional Award ONLY | |
| Membership status: | Confirmed by SAIA | | Subscriptions paid | |

THIS SECTION MUST BE COMPLETED IN FULL BY THE ENTRANT:

| | | | | |
|--|--|--------------------------------------|--|---------------------------------|
| Title of Project (as it will appear on the certificate): (Use this title throughout your submission). | | Completion date: | | |
| Physical Address of Project: | | | | |
| Practice name: | | Tel:() | | |
| Principal Architect: <small>(Please indicate clearly if more than one architectural practice were involved with the submitted project & give the names of the Principal Architect of each Practice)</small> | | Cell: | | |
| Project Architect: | | Cell: | | |
| Name of contact person during in-loco inspection: | | Cell: | | |
| *SAIA Practice No.: | | | | |
| E-mail address of practice / principal architect: | | | | |
| E-mail address of project architect: | | | | |
| Name of Client (as it will appear on the certificate): | | | | |
| Enclosures: Checklist (please tick) | Entry Fee (R1 050,00 – including VAT) | | | |
| | 1 x A4 Brochure containing: | | | |
| | <input type="checkbox"/> | Submission form | <input type="checkbox"/> | List of Consultants/Contractors |
| | <input type="checkbox"/> | Description and brief of the project | <input type="checkbox"/> | Client's comment and consent |
| <input type="checkbox"/> | Locality map and directions | <input type="checkbox"/> | Drawings, photos & video on DVD/flashdrive | |
| Submitted by: | | | | |
| <p>It is hereby confirmed that the client has no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings, photographs or video submitted. The contact person (client) and telephone & fax numbers are:</p> <p>Name: _____ Tel: ()</p> | | | | |
| <p>It is hereby confirmed that the author/s of the project has/have no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings, photographs or video submitted.</p> <p>Signature (if submitted by another; not author/s of the project) Date _____</p> <p>(signature) _____ (name in print)</p> | | | | |
| <p>Signature of Architect/s; SAIA corporate member: Date _____</p> <p>(signature) _____ (name in print)</p> | | | | |

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ENTRY FORM B

CONDITIONS FOR ENTRY: RESEARCH OR WORK OF SOCIAL IMPORTANCE 2017-2018

1. **Any member of SAIA Free State or other Regional Institute who has completed work in the Free State or Northern Cape Region during the above-mentioned period, may submit work.** More than one work may be submitted.
2. The regional panel of jurors will be appointed by the SAIA Free State Committee. The regional panel will adjudicate all entries and recommend to the committee which should be awarded the regional awards, and submit the research or work of social importance for national assessment. Having made its decision by the **end of September 2019**, the regional committee will prepare the juror's report and regional citations, and arrange for the notification, receipt and forwarding of any additional documentation that may be required for national assessment by the due date, including the Awards projects list.
3. Nominations must be made on the attached nomination/submission form (**Entry Form B**). A separate form must be used for each nomination/submission.
4. **Nominations / Submissions for research or work of social importance 2017-2018 must consist of the following:**
 - 4.1 A non-refundable entry fee of **R1 050,00** (including VAT), **payable to SAIA Free State.**
 - 4.2 **1 x A4 brochure containing:**
 - a. A copy of the **submission form**.
 - b. A brief **description** of the research or work of approximately 300 words by the author. A one sentence summary of the work and its importance should be included.
 - c. A brief **comment** on the research or work not exceeding 300 words from the academic promoter or client.
 - d. **Consent** for the work from the promoter / client to be entered into the awards.
 - e. A **copy of the full documentation** (research or work of social importance).

All printed documents must be of A4 size or A3 folded to A4 size (no A1 posters are required for Regional Award submissions). The Regional Institute may call for further documentation, or additional copies of the submission. The above documentation will not be returned.

5. The research or work of social importance which has received a regional Award for Architecture in 2019 and also meets SAIA's eligibility requirements will be submitted for consideration for the SAIA national awards: the *Award of Merit* and the *Award for Excellence 2020*. Authors of the awarded research or work and the academic promoter or client/s must agree to this condition on the entry form (applicable for regional and national submissions). Further copies of the documentation submitted for regional awards will be requested for national submission if your project has received a Regional Award.

Regional submissions must reach SAIA Free State's Offices (Fischer House, 72 President Reitz Avenue, Westdene, Bloemfontein, 9301) by 12h00 on Friday, 19 July 2019.

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ENTRY FORM B

NOMINATION/SUBMISSION FORM: RESEARCH OR WORK OF SOCIAL IMPORTANCE 2017-2018

Closing Date: **12h00 on Friday, 19 July 2019** (No late entries will be accepted)
 Delivery Address: **SAIA Free State** (Fischer House, 72 President Reitz Avenue, Westdene, Bloemfontein, 9301)

THIS SECTION MUST BE COMPLETED BY THE REGIONAL COMMITTEE:

| | | | | |
|-----------------------------------|---------------------|--|----------------------------|--|
| The entry is eligible for: | SAIA Award of Merit | | Regional Commendation ONLY | |
| Membership status: | Confirmed by SAIA | | Subscriptions paid? | |

THIS SECTION MUST BE COMPLETED IN FULL BY THE ENTRANT:

| | | | |
|---|--|------------------|------------------------------|
| Title of research or work (as it will appear on the certificate): | | Completion date: | |
| Descriptive synopsis of the research or work: | | | |
| Practice name: | | Tel:() | |
| Author / Architect: | | Cell: | |
| SAIA Membership No.: | | | |
| E-mail address: | | | |
| Name of Academic Promoter or Client: | | | |
| Enclosures: Checklist (please tick) | Entry Fee (R1 050,00 - including VAT) | | |
| | 1 x A4 Brochure containing: | | |
| | Copy of submission form | | Promoter comment and consent |
| | Description by author | | Copy of research or work |
| Submitted by: | | | |
| <p>It is hereby confirmed that the academic promoter or client has no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings or photographs submitted. The contact person (client) and telephone & fax numbers are:</p> <p>Name: _____ Tel: ()</p> | | | |
| <p>It is hereby confirmed that the author/s of the research or work of social importance has/have no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings or photographs submitted.</p> <p>Signature (if submitted by another; not author/s of the project) _____ Date _____</p> <p>(signature) _____ (name in print)</p> | | | |
| <p>Signature of Architect/s; SAIA corporate member: _____ Date _____</p> <p>(signature) _____ (name in print)</p> | | | |