

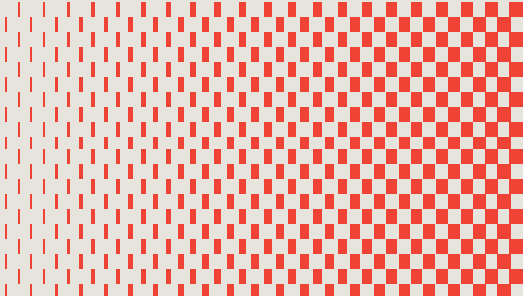


Awards Submissions Informational Guide

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Awards Platforms

OpenWater

The following awards are managed through [OpenWater](#), our main online awards management platform used for registration, payment, and submission tracking.

- Annual
 - Alice Washburn Awards
 - Elizabeth Mills Brown Awards
 - Design Awards
- Bi-annual
 - Sustainable Architecture Awards

JotForm

The following awards are managed through JotForm:

- Annual
 - CT Treasures Award voting
 - Emerging Professional Awards
 - Public Service Awards
 - Women in Architecture Awards
- Bi-annual
 - Business Architecture Awards
 - Drawing Awards

Important:

Award pages may go live at different times throughout the year. Requirements and eligibility can vary by award, so always refer to the specific award page before submitting.

Awards Levels

Excellence

Recognizes projects that demonstrate outstanding achievement across the full range of judging criteria. Excellence recipients represent the strongest overall submissions and set a benchmark for design quality and impact.

Merit

Honors projects that are thoughtfully executed, demonstrating strong performance across the judging criteria. Merit awards recognize exceptional work that stands out within the submission pool.

Citation/Commendation

May be awarded at the jury's discretion to recognize projects that show exemplary achievement in a specific aspect of the work (such as sustainability, innovation, community impact, or another notable strength), even if the project is not selected for Excellence or Merit.

Registration Details

Registration and submission are two separate steps, both required for award consideration.

Registration confirms your intent to submit and secures your entry under the applicable fee period.

Submission includes uploading files, completing forms, and providing all required materials for juror review.

Most awards have **Early Bird Registrations** where you can register at a discounted rate for a short period of time.

Regular registration and submission deadlines **occur on the same day**. All materials must be fully submitted by the posted deadline in order to be reviewed.

Accuracy & Finality

Please review all information carefully before submitting.

- All registration and submission information must be accurate and complete
- Once submitted, entries are considered final
- Staff will not make edits or corrections on your behalf after submission, except in limited, case-by-case circumstances

Submission Content Usage

Marketing & Communications Use

Materials and information submitted may be used for marketing and promotional purposes if your project is selected as a winner, including AIA Connecticut communications, PR announcements, and publications by any collaborating associations. Every effort will be made to publish winning projects in Architype Magazine and other related outlets.

Accuracy & Responsibility

Accuracy is essential. Submitted information may be used as provided, and verification is not guaranteed. Any errors or omissions are the responsibility of the entrant. By submitting, entrants agree to hold harmless AIA Connecticut and any collaborating associations from any damages arising from the use of submission content.

Follow-Up Requests

AIA Connecticut may follow up with winners for clarification or additional files as needed.

Submission Materials

Typical Submission Materials

- Project title and location
- Year completed
- Project budget
- Square footage/size
- Project description (max 350 words) that includes:
 - Site information, and context
 - Brief synopsis of the project and design rationale
 - Identification of structures that may have more than one purpose or may have addressed unique challenges
- Sustainability features (max 350 words):
 - You may list certifications or sustainable building standards that have been met and provide the metrics that demonstrate building performance.
- Framework for Design Excellence
 - Identify at least three (3) principles that your project fulfills. For each principle, provide an explanation in the text boxes provided (max 150 words each).
- Photography
 - Maximum of 12, minimum of 8 high resolution photos
 - Photos must be jpeg, jpg, or png format and a maximum of 10MB.
- Site plans and drawings
 - Maximum of 3 plans/drawings
 - Images must be jpeg, jpg, or png format and a maximum of 10MB.
 - Floor plans, elevations, and sections as required to describe your project
- Photographer credits and photo release agreement
 - All photography permissions and releases are the responsibility of the submitting architect
- Publishing acknowledgement
- List of project team and collaborators with point of contact names and emails

Important:

Material requirements can vary by award, so always refer to the specific award page before submitting.

Important Submission Tips:

Visuals

Ask Yourself:

- Do the photos I am including support the project story/narrative?

Use high-quality, professional photos

Use of diagrams and/or sketches encouraged

No excessive photo collages

Use before/After images for restoration, rehabilitation, and reuse

Include people when possible

De-emphasize parking lots

Narrative

Ask Yourself:

- How does the project address social, climate, or equity issues?
- Was the public engaged in the process?
- For single-family projects: what is the public-facing value?

Be concise and respect word limits

Address judging criteria and sustainability components

Avoid filler language

Submission Review Checklist

Before you submit

- ☐ Reviewed the specific award page and eligibility requirements
- ☐ Confirmed whether the award is annual or biennial
- ☐ Completed registration before the deadline
- ☐ Submitted materials by the same-day submission deadline
- ☐ Verified all registration and submission information is accurate
- ☐ Named all files using the required format
- ☐ Uploaded high-quality photos that support the project narrative
- ☐ Included diagrams/sketches where helpful
- ☐ Addressed all judging criteria in the narrative
- ☐ Reviewed word limits and edited for clarity
- ☐ Confirmed submitted materials may be used for marketing purposes