

## Submission Requirements Preview

Please review the following information and requirements carefully, as the submission and evaluation process can change from year to year. IDIBC has enhanced submission criteria to accelerate members' adoption of the five directives outlined in our **Climate Action Manifesto: embed resilience, eliminate waste, protect human health and welfare, support communities, and minimize the use of non-renewable resources.**

### KEY DATES

Submissions Open:	Thursday, April 21 at <a href="https://awards.idibc.org">awards.idibc.org</a>
Early Bird Entry Fee Discount Deadline:	Friday, May 6 at 11:59 PM
Regular Deadline:	Friday, May 27 at 11:59 PM
Adjudication:	June 2022
SHINE Awards Presentation:	September 23, 2022

### Eligibility

- The Awards are open to **IDIBC Registered (RID) members** in good standing at time of submission.
- If the project is a chain store or branch office, the Lead Designer who developed the original corporate or retail design standard is the only person permitted to submit the entry.
- Submissions must be interior design projects completed **after January 1, 2019**; published or unpublished. Projects entered in prior Awards of Excellence are not eligible.

## Submission Requirements

### PROJECT DESCRIPTION

The Jury will use the information in the project description to evaluate your entry.

**IMPORTANT:** As the evaluations will be blind, do not reference the project's Lead Designer(s) or Design Firm in the Project Description, or the submission will be disqualified.

#### 1. Project typology

Please select the typology that applies.

#### 2. Project details

- a. Project area in square feet/square metres
- b. Construction cost total and per square feet/square metre costs
- c. Furniture, fixture, and equipment (FF&E) cost

#### 3. Client objective(s) (Bullet points acceptable, 500 characters max.)

#### 4. Designer's objective(s) (Bullet points acceptable, 500 characters max.)

#### 5. Concept statement (300 characters max.)

**For Renovation projects,** explain any aspects of the original space that were retained and not significantly impacted by your design. (Bullet points acceptable, 500 characters max.)

#### 6. Describe how the objectives were accomplished (Bullet points acceptable, 700 characters max.)

The Jury will evaluate how the objectives were achieved considering function, form, aesthetics, and performance. Explain any unique challenges that were faced and overcome.

#### 7. Social and climate actions

- Is the project registered for a green building rating system? If yes, indicate the system and certification level being attempted.
- Has the project been certified by a green building rating system? If yes, indicate the system and certification level achieved.

### For bonus points,

Please check the **IDIBC Climate Action Manifesto directives** that apply and briefly describe below how the project has addressed them. (Bullet points acceptable, 500 characters max.)

- Embed resilience** into the project, by designing flexible, high-performance spaces that will serve future generations as well as our own.
- Eliminate waste** by designing for future disassembly and component re-use, emulating nature where waste from one system equals food for another system.
- Protect human health and welfare** by designing for circadian rhythms and thermal comfort, providing access to fresh air and natural views, making the best use of daylighting, and prioritizing materials and furnishings that foster health and well-being.
- Support communities** by embracing universal design, social equity, local culture and heritage, and the interconnection of humanity and nature.
- Minimize the use of non-renewable resources** through design strategies that prioritize the use of renewable resources.

### PROFESSIONAL PHOTOGRAPHY

- **Lead Designer headshot(s):** Submit one (1) photo for each Lead Designer.  
File type: JPG  
File size: 1 MB max.  
Resolution: 1500 pixels min. on short side
- **Finished Project Photos:** Professional photography only. Submit a minimum four (4) and a maximum of ten (10) photos.  
File type: JPG or TIF  
File size: 5 MB min. to 20 MB max.  
Resolution: 2000 pixels min. on short side
- **“Before” Photos (optional):** Amateur photos are acceptable. Submit up to five (5) “before” photos.  
File type: JPG  
File size: 2 MB max.

## PLANS

File type: PDF

File size: 20 MB max.

- **Renovations:** Submit pre-construction plans.
- **Final Space Plans:** Include numbered arrows in the appropriate location on the plans to clearly indicate the corresponding views that are represented in the after photos
- **Reflected Ceiling Plans** (optional)

## CONSENT FORMS

- One (1) form signed by **Client** with first and last name printed.
- One (1) form signed by **Lead Designer(s)** with first and last name(s) printed.
- One (1) form signed by **Photographer** with first and last name printed.

IDIBC reserves the right not to present awards in every category, to reallocate submissions into categories which they deem to be most appropriate, and to keep all submitted materials on file. Once a project is submitted, the submission fee is non-refundable. Incomplete or incorrect submissions will be disqualified.

By submitting an entry, you agree to give a non-exclusive license to IDIBC to use, display, distribute, modify, and provide to the media any and all of the submission materials. Such license is provided without any fee or other form of compensation, or any requirement for additional approvals. You represent and warrant that you have the full power and authority to grant the rights granted herein and that the consent of no other persons is required in order for IDIBC to distribute the submission materials.

A partially completed on-line submission can be saved to your computer and retrieved later for completion and submission.

**NB:** Before submitting, please double-check that your information addresses all requirements on the IDIBC website submission form. The information on the online submission form is binding in case of any discrepancies between this document and the online submission form.

Questions? Please contact us at [info@idibc.org](mailto:info@idibc.org)