



**AUSTRALIAN INSTITUTE OF LANDSCAPE ARCHITECTS  
Victoria Group**

**2004 PROJECT AWARDS**

**INFORMATION and GUIDELINES  
& Nomination Form**

**Closing date for nominations 27<sup>th</sup> September 2004**

Entries to be submitted (with payment) to:

**Australian Institute of Landscape Architects  
Victorian Group Secretariat  
PO Box 18025 Collins Street East  
Melbourne Victoria 8003**

Courier:

**Australian Institute of Landscape Architects  
Level 1, 41 Exhibition Street  
Melbourne Victoria 3000**

© Australian Institute of Landscape Architects

CAN 008 531 851

# AILA Victoria Project Awards

## Contents

1. Introduction .....	1
2. Award Categories and Levels .....	2
Categories: .....	2
Levels of Awards .....	2
Summary of Award Allocations .....	3
A. Design .....	4
B. Planning .....	5
C. Environment.....	6
D. Research and Communication .....	7
E. Other Awards and Prizes .....	8
3. The AILA Award Process .....	10
Links between State and National Awards.....	10
Frequency of Awards.....	10
The Jury Process.....	10
Special Notes for Jurors .....	11
Site Visits .....	11
The Procedural Stages.....	12
4. Eligibility and Conditions of Entry.....	13
Eligibility and Attribution .....	13
Conditions of Entry .....	13
5. Entry Documentation and other Requirements .....	14
Nomination Form .....	14
Project Summary .....	14
Project Images.....	14
Supporting Documents.....	14
Documentation Format.....	15
NOMINATION FORM .....	17

# AILA Victoria Project Awards

## 1. Introduction

The AILA Victoria Landscape Architecture Project Awards promote and advance the profession of landscape architecture by:

- Fostering public awareness and recognition of the work of landscape architects;
- Encouraging good practice by members of the landscape profession;
- Creating local, regional, national and global recognition for Australian Landscape Architects.

### **The Australian Institute of Landscape Architects (AILA)**

The Australian Institute of Landscape Architects (AILA) provides the primary leadership, structure and network to effectively harness and focus the intellectual energy of Australian landscape architects in the creation of more meaningful, enjoyable, equitable and sustainable environments.

Increasing urbanisation and growing pressures on natural systems, reflect a complex set of social, physical, economic, aesthetic and cultural forces. Achieving effective and sustainable outcomes in the built and natural environment requires an integrated response.

The public domain, in which the majority of landscape architects operate, plays an increasingly important role as the venue for social interaction, celebration and human endeavour. Consequently it is essential that the public domain incorporate places that are meaningful, enjoyable, and equitable for the people who use them.

Landscape architects have a leading role to play in defining and implementing such integrated solutions. To fulfill their leadership role, landscape architects need to be not only creative in planning and design but also effective in influencing policy, priorities, allocation of resources and public perceptions and expectations. AILA provides the organisational structure through which landscape architects in Australia can effectively respond to these challenges.

AILA is a non-profit professional institute formed to serve the mutual interests of its members and the wider profession throughout Australia. The Institute promotes the activities of landscape architects.

The project awards are a tangible expression of the profession's activities.

# Categories and Levels

## 2. Award Categories and Levels

### Categories:

- Design
- Planning
- Environment
- Research and Communication

Awards will also be granted in categories of:

- Graduate Landscape Architect
- Student Award
- Peter Todd Prize

### Levels of Awards

#### AILA Victoria Award for Excellence in Landscape Architecture

**One** entry from the projects nominated for an Award of Excellence in any of the Design, Planning, Environment or Research & Communication categories will be selected by the judges for this award which acknowledges outstanding achievement in landscape architecture.

If no Award of Excellence is awarded in any category then any project awarded a Merit Award in that category may be nominated for this award.

Within each of the four categories, the following levels of awards **may** be granted:

- **Award for Excellence** in Landscape Architecture:

This is the highest award within each of the four categories.

**One** outstanding project from **each** of the categories of Design, Planning, Environment, and Research & Communication **may** be selected by the judges for this Award which acknowledges outstanding achievement in the category.

*Please note, if a project is awarded 'excellence' it does not also receive a 'merit' award. Initially the project would have been judged to be worthy of receiving the 'merit' award, but once elevated to 'excellence' this becomes its level of award.*

- **Merit Award** in Landscape Architecture

This award may be awarded to a project deemed to be of a meritorious nature within any of the four categories.

- **Commendation Award** in Landscape Architecture

This award may be awarded to a project deemed to be worthy of commendation within any of the four categories.

## Categories and Levels

### Summary of Award Allocations

- One only AILA Victoria Award for Excellence in Landscape Architecture to be chosen from any of the Awards for Excellence, or if no Award for Excellence is awarded in any category, from projects nominated for Merit Awards in that category.
- The jury has the option of one Award for Excellence in each of the four categories.
- Merit and Commendation Awards may be awarded to the maximum numbers indicated below.
- The jury may elect to offer fewer Merit or Commendation Awards than the maximum indicated, or none in any category.

<b>Design</b>	<b>Planning</b>	<b>Environment</b>	<b>Research &amp; Communication</b>
(1) AILA Victoria Award for Excellence in Landscape Architecture			
(1) excellence award	(1) excellence award	(1) excellence award	(1) excellence award
(5) merit awards	(5) merit awards	(3) merit awards	(3) merit awards
(8) commendations	(5) commendations	(3) commendations	(3) commendations

# Categories and Levels

## A. Design

### THE AWARD for DESIGN in landscape architecture

The Design category recognises constructed landscape architectural design and encompasses all scales of work. The category includes newly constructed or renovated sites of landscape architectural design.

The design must have been completed/constructed before the submission date. If it is a clearly defined staged project, then the stage concerned must be completed.

Awards will be allocated against the category of **DESIGN**.

*The types of projects for consideration in the design category include:*

- **Civic Design and Design of Urban Space** (Streetscapes, plazas, urban renewal)
- **Residential Landscape** (Single/multi-dwelling/estate)
- **Landscape with Buildings and Infrastructure** (Landscape of any nature around or within buildings which are not residential buildings; e.g. institutional, commercial, industrial, resorts)
- **Public Open Space and Recreational Facilities** (Landscape design for either public or private open space for recreational use)
- **Heritage Landscapes** (Conservation, management and interpretation)
- **Transport and Infrastructure** (Road, cycle and rail corridors., civil works)
- **Landscape Art** (Permanent or temporary works of art, memorials, sculptures, and lighting)

### Judging Criteria

The main criteria for judging are:

- 1 Design excellence and functional quality.
  - Innovative design or demonstration of new direction in profession
  - Consistent and complete expression of concept
  - Appropriateness to function
  - Response to the brief
  - Sensitivity to cultural, historical, physical and natural context.
- 2 Environmental responsibility and sustainability.
  - Employs or promotes sustainable policies or practices
  - Promotes biodiversity and supports local ecosystems
- 3 Relevance to the profession of landscape architecture, the public and the education of future practitioners.
  - Expands the scope of the profession in formative, forward-looking and thought-provoking ways
  - Makes a contemporary contribution

### Allocation of Awards in the DESIGN category

Excellence – one (*The jury retains the option not to allocate an Award for Excellence*)

Merit – maximum of five

Commendations – maximum of eight

*(The number of merit and commendations will be decided by the jury)*

# Categories and Levels

## B. Planning

### THE AWARD for PLANNING in landscape architecture

This category recognises the wide range of a landscape architect's activities that can develop, guide or evaluate landscape architectural design. This category includes urban, community, and regional planning.

**The terms of reference for the project should be submitted.**

Project submissions must be completed and accepted by a client before the submission date.

Awards will be allocated against the category of **PLANNING**.

*The types of projects for consideration in the planning category include:*

- **Master Planning** (Landscape and site master planning)
- **Policy and Legislation**
- **Visual Assessment and Analysis**
- **Landscape Assessment and Analysis** (Environmental assessments, suitability studies, natural resource inventories, and post-construction evaluations)
- **Conservation Planning** (Heritage related)
- **Landscape Management**
- **Consultation, Mediation and Facilitation**
- **Urban Design/Public Domain**

### Judging Criteria

The main criteria for judging are:

- 1 Planning Excellence and Functional Quality
  - Demonstration of a deep understanding of planning processes and methodologies
  - Innovative planning or demonstration of new directions in profession
  - Effective use, presentation or programming of landscape architectural technique
  - Appropriateness to function
  - Response to brief
- 2 Environmental responsibility and sustainability
  - Establishment or promotion of sustainable policies and environmental best practice
  - Opportunities for landscape architecture to have a significant impact on the environment or environmental decision makers
- 3 Relevance to the profession of landscape architecture, the public and the education of the future practitioners.
  - Relationship to context and community values
  - Includes consultation and fosters broad support and understanding
  - Demonstrate adoption and/or implementation of recommendations

### Allocation of Awards in the PLANNING category

Excellence – one (*The jury retains the option not to allocate an Award for Excellence*)

Merit – maximum of five

Commendations – maximum of five

*(The number of merit and commendations will be decided by the jury)*

# Categories and Levels

## C. Environment

### THE AWARD for ENVIRONMENT in landscape architecture

The Environment category recognizes projects that demonstrate the widening influence of environmental best practice in the planning, design, conservation and management of the environmental systems and elements that are the basis for life. Projects submitted may be either built or unbuilt, although design projects that are intended to result in built outcomes should only be submitted following construction.

Awards will be allocated against the category of **ENVIRONMENT**.

*The types of projects for consideration in the planning category include:*

- **Environmental Policy** (Policy development associated with the establishment of environmental best practice)
- **Conservation and Asset Management**
- **Ecological Function and Restoration**
- **Experimentation and Monitoring**
- **Sustainable Practice**

### Judging Criteria

The main criteria for judging are:

1. Excellence and Functional Quality
  - Demonstration of a deep understanding of the craft of landscape architecture
  - Demonstration of innovation or establishes new directions in environmental best practice
  - Effectively responds to and extends intention of the brief in environmental matters
  - Employs or promotes sustainable policies or practices
  - Promotes biodiversity and supports local ecosystems
2. Relevance to profession of landscape architecture, the public and the education of future practitioners
  - Expands the scope of the profession in formative, forward looking and thought provoking ways
  - Raises the awareness and understanding in the community of environmental values and processes

### Allocation of Awards in the ENVIRONMENT category

Excellence – one (*The jury retains the option not to allocate an Award for Excellence*)

Merit – maximum of three

Commendations – maximum of three

*(The number of merit and commendations will be decided by the jury)*

## Categories and Levels

### D. Research and Communication

#### THE AWARD for RESEARCH and COMMUNICATION in landscape architecture

This category recognises achievements in research and/or practice that extend the knowledge base of landscape architecture.

Research under this category includes original studies, theses or reports that give evidence of a thorough examination of a problem, using analytical methods which support original findings, and/or solutions which are of value to the profession and society. Submissions should include documentation of the research methodology and findings.

Communication under this category includes written or published documents and audio/visual presentation materials intended for use within and/or outside the profession. These may include, but not be limited to, work such as technical booklets, publications or films related to landscape architectural history, or art and plant material catalogues. These may include published or public documents, exhibits and other media presentations. The audience for the project should be noted.

Projects submitted must have been accepted by a client before the submission date. Projects will be actively sought from government agencies to encourage those working in State or local government and who are carrying out research, and generally broadening awareness of the scope of landscape architecture.

Awards will be given to the category of **RESEARCH and COMMUNICATION**.

*The types of projects for consideration in the planning category include:*

- **Research** (Any aspect relating to the practice of landscape architecture)
- **Publications**
- **Media**
- **Compilations and Records**

#### Judging Criteria

The main criteria for judging are:

- 1 Excellence in Research and/or Communication
  - Demonstrate a deep understanding of the craft of landscape architecture
  - Environmental responsibility
  - New Directions and Innovations
  - Clarity of purpose and process (methodology)
  - Quality of content, outcomes and presentation
- 2 Relevance to the profession of landscape architecture, the public and the education of future practitioners
  - Usefulness to and practical application by the intended audience
  - Overall significance and relevance to the profession
  - Ability to further understanding of the profession in the community
  - Potential for application of findings to other situations

#### Allocation of Awards in RESEARCH AND COMMUNICATION

Excellence – one (*The jury retains the option not to allocate an Award for Excellence*)

Merit – maximum of three

Commendations – maximum of three

*(The number of merit and commendations will be decided by the jury)*

## Categories and Levels

### E. Other Awards and Prizes

#### AILA Victoria Landscape Architecture Student Award

This award recognizes achievement in design, planning, communications and research that is based upon the development of creative and practical solutions to landscape architectural challenges. Submissions shall comprise work undertaken as part of formal studies in an AILA approved landscape architectural course.

**The submission is to be sponsored by the staff of the AILA accredited course.**

#### AILA Victoria Graduate Landscape Architect Award

This award recognizes the best new landscape architect/designer in Victoria.

The graduate must be an AILA member.

Submissions shall comprise an overview of the work undertaken as part of the graduate's employment and include documentation and evidence of the graduate's involvement in projects undertaken.

**The submission is to be sponsored by an employer.**

#### Peter Todd Prize

Fleming's Nurseries initiated the Peter Todd Prize in 2001 as the Peter Todd 'Toddy' Award in an effort to both reward and support landscape architects for exemplary use of plant material within the landscape.

The Prize recognizes the efforts of one of Australia's leading Nurserymen, Peter Todd, who has significantly contributed to improving the quality of trees available to landscape architects.

Plant material contributes significantly to the overall health and well-being of our environment and its role is a complex one requiring consideration at all stages of the design process. The considerations are functional and economic as well as aesthetic. Because the visual presence and delight of trees engage stakeholders so readily, the critical aspects of appropriate species selection and location can be less well appreciated.

This special Prize recognizes landscape architects who have exhibited a demonstrable understanding of the challenges of plant selection and appreciation of the importance of plant material and its sustainable use within the urban landscape. Particular emphasis has been given to trees as the functional and aesthetic core of the soft landscape.

The Prize recognizes appropriate and sustainable use of plant material. Selected plants should offer as a minimum longevity in a given growing location, be appropriately sized as mature specimens and suit the design and site conditions.

#### *Judging Process:*

- Judging of the Peter Todd prize will be undertaken by a nominated representative of Flemings Nurseries and a representative of the AILA Victoria Awards Jury.
- Submissions in all AILA Award categories will be initially viewed by a nominated Fleming's representative to determine which projects place an evident emphasis on planting design. They may be viewed during the judging process for other Awards or privately at a time agreed by the Awards Committee. At this stage the species selection is not considered.
- These entries are then examined more closely taking into account the species specified and their appropriateness to the site in the short and longer term according to the expected life and stated intent of the project. Entries that meet the above criteria are shortlisted.
- From this shortlist sites are visited (as far as possible). Unlike other Awards, this Prize aims to reward excellence in planting design as the specific and sole criteria.

# Categories and Levels

## *Judging Criteria*

The criteria for judging of the Peter Todd Prize are:

1. Consideration of the Proposed Plant Requirements
  - Has evident thought been given to the establishment of the plant material?
  - Have available root space, irrigation and light been allowed for?
  - How well has the landscape architect planned for the survival of the plant material?
2. Appropriate Species Selection
  - Has sufficient consideration been given to the eventual height and spread of the trees?
  - Has allowance been made for present and future habits and optimum growing requirements of the trees?
3. User and Client Satisfaction
  - Has the design demonstrated an appreciation of the client's requirements and the users needs?
  - Is the planted area inviting and do the plants and constructed landscape work well together in accordance with the project intent?
4. Environmental Performance and Energy Use
  - Has consideration been given to the microclimate that will be generated by the trees within the design?
  - Has energy efficiency been investigated in terms of both efficient maintenance and allowance for shade in summer and sunlight in summer?

# The AILA Award Process

## 3. The AILA Award Process

### Links between State and National Awards

Under normal circumstances, to submit to the national awards, **a project must have been submitted to a previous state awards**. National project submissions will not be accepted on projects that have not been submitted to a state award.

Special Circumstances:

While the intention of these requirements is to ensure that projects are first submitted through a state or territory award system, allowances may be made for some special circumstances, for instance:

- when a state/territory does not have a state award within a reasonable timeframe of the national awards; eg that is the state awards are occurring around the same time of the national awards or too far in advance, or
- when a state award process does not occur every two years, for example every three or four years (as is the case in smaller states).

When special circumstances consideration is required, the award nomination must be brought to the attention of the national office at least two months before the close of nominations for national awards.

The national office will then work with the relevant state group to provide a report and an initial assessment in order to inform the national jury. A site visit may be called for by the national jury.

### Frequency of Awards

#### *National Awards*

The National Project Awards are every two years, usually in conjunction with the national conference that is usually staged in the second half of the year, in August, September or October.

The call for nominations for national project awards is usually announced by April in the same year.

#### *State Awards*

State awards are held at least every second year with some states holding them annually.

It is now a requirement that to submit to the National Awards, a project must have been submitted to the relevant State Awards. Therefore the State awards will be timed to be within a timeframe of maximum of six to nine months before the National awards.

### The Jury Process

State juries are to be announced at the time of the call for nominations.

The make-up of the state jury is to be decided by the state executive and to be communicated to the national council (via the national office) prior to any announcement. National council retains the right to veto any jury appointments; therefore jury appointments need to be nominated in time for the national council to view the nominations for appointment to the state jury (one month in advance of announcement).

The jury should ideally consist of five people, with the absolute minimum being three people, being at least two senior corporate members with extra personnel from related disciplines, and/or being eminent public persons.

Where possible, the make-up of any jury should attempt to have equity across the following criteria: gender balance, geographical representation, professional background and experience.

## The AILA Award Process

Jurors must not be involved with any decision on any category to which they have submitted an entry. Jurors must declare any potential conflict of interest and withdraw from any part of the process whereby they may influence the decisions being made.

Where a state chooses to have separate juries for different categories, the extra jury panels must have a similar minimum number of jurors and match the above criteria.

These category-juries will need to come together to finalise the decisions on all the awards, this may be by teleconference or other means.

Chairs of the jury panels are to come together to select the AILA Victoria Award for Landscape Excellence from the category Awards for Excellence.

The jury chairs are requested to submit a report with comments on the successful projects as well as overall comments on the quality and other observations of the projects being submitted. The report will be used for promotional work and/or to inform the members of the significance of the profession's work over the last year.

### Special Notes for Jurors

A jury member must declare a present or previous interest in any project being submitted and then remove themselves from any decision on that award category.

The jury is required to keep all information confidential until the results are announced.

The jurors are to be mindful that a small well designed and planned project (small budget) should be given equal recognition alongside larger public domain projects (larger budget).

### Site Visits

The award applicants must be aware that their applications, including the images and documentation, will be used exclusively by the jury for the short listing. States may arrange for a short presentation to jury panel by all entrants.

The state jury will assess all entries and draw up a short list of possible winners in each category.

Site visits will be used to make final decisions on those short-listed, to confirm the information received and to clarify final winners. The jury is not required to visit sites for the other entries.

Arrangements will be made through the state juries for site visits with special arrangements for regional and remote site visits, possibly using a local member to inform the jury.

Entries will be judged on the information supplied by the entrant with extra information gained through the site visits conducted by the state juries.

The jury may contact others for extra information.

Site visits are to be recorded using a national site visit jury form. These completed forms are to have attached a maximum of 10 digital images, recorded during the site visit. Once the jury has completed its decisions, site visit reports and recorded images are sent to the national office.

# The AILA Award Process

## The Procedural Stages

### Stage 1

Jury established.

### Stage 2

Call for award nominations.

Jury announced.

Timelines announced and published on the AILA web site.

Information and Application Forms made available though web site.

### Stage 3

Applications closed.

### Stage 4

Jury members given preliminary information.

Jury meets to assess applications and to make initial short listing.

### Stage 5

Jury may ask for presentations by entrants.

Jury carries out site visits and completes site visit reports.

### Stage 6

Jury meets to finalise decisions.

Jury comments and reports finalised.

(All decisions remain confidential until announced)

### Stage 7

Award certificates prepared.

Promotional material prepared for web site and other publicity.

### Stage 8

Awards Dinner.

Awards announced at Awards Dinner.

### Stage 9

Public announcements and publicity material made available.

Awards listed on web page and in AILA publications.

## Eligibility and Conditions of Entry

### 4. Eligibility and Conditions of Entry

#### Eligibility and Attribution

Awards will be granted to:

- Landscape Architecture Practices with Directors or Principals being corporate members.
- Corporate Members of the Institute who are cited as the designer of the project.
- Government and private organisations where a corporate member is cited as the designer of the project.

AILA conducts the awards to recognize the work of its members.

Therefore, while other professions may at times be the principal consultant, the award will be awarded to and attributed to the AILA member(s) (using the name of the practice or government agency) in recognition of their role.

As appropriate, the principal consultant, the clients or partners may be also attributed on the certificate.

All recipients of awards receive one certificate with usually one extra for the client. Extra certificates for partners and clients must be ordered and paid for separately.

It is a requirement that all correct attributions are included.

Decisions on attribution and eligibility will be decided on by AILA. Where necessary, variations and queries will be referred to the State Awards Committee or the National Council of AILA.

#### Conditions of Entry

1. To submit for the National Awards, projects must have submitted to the previous AILA State Awards.(subject to the caveats on page 10)
2. Projects nominated can be situated within or outside Australia but the Senior Project Landscape Architect must be based in Victoria.
3. Projects are eligible for nomination for an award for an unlimited period.
4. Projects having received an award in one category are not eligible for further awards in that category but may be eligible under other categories.
5. Each nomination is to include a declaration stating that the works were designed by the entrant or under his/her supervision. This is especially important when the landscape architect is part of a multi-disciplinary team and in these cases there needs to be confirmation by the project manager or equivalent.
6. The AILA reserves the right to retain all entries and their images (indefinitely) and to publish (hard copy and online) the information submitted except where an entrant requests that information should not be published; the entries will be added to AILA Archive.
7. Images submitted may be used during the awards presentation ceremonies.
8. An entry fee for the project awards of \$150.00 (including 10% GST) is to accompany each project award nomination in any category, including nominations for the Graduate Landscape Architect Award. The fee for a student project award nomination is \$30.00.
9. Entries that do not supply the information and images in the form required may not be acceptable to the judging panel and therefore may not be considered for any award.
10. The jury has the option to move an entry into a category that they believe best suits the entry and improves the chances of selection for an award. Entrants will be notified of the changes.
11. Should dispute arise regarding non-judging issues such as entry or eligibility, the AILA Victoria Awards Committee shall determine the outcome.
12. The decision of the Jury is final.

# Eligibility and Conditions of Entry

## 5. Entry Documentation and other Requirements

Each entry must include a Nomination Form, Project Summary, images in digital format (no slides), and supporting documents. (Anonymous entries are not required)

### Nomination Form

All entries must include a signed and completed nomination form. This **must** include a signed client declaration supporting the submission. If this declaration cannot be signed a letter of explanation must be provided. If neither is presented the application may be rejected.

### Project Summary

The project summary is to provide the background and general information on the entry that allows the Jury to fully appreciate the detail of the project and its context. The summary should not exceed 1000 words and should include the following:

- project name and allocation;
- brief outline of the scope of work, concept and intent and including relevant details so the jury understands how the outcome matched the brief;
- significance of the project. (This should address the criteria for the relevant award category);
- role of those involved including other consultants, professionals and clients and including details of the role of the landscape architect in multi-disciplinary projects;
- special factors such as why the project is unique and any unusual problems solved;
- unusual or interesting facts appropriate for publicity purposes; and
- a project budget.

### Project Images

Each entry is to include a maximum of ten images. Images should support the submission and inform the jury as to the nature of the project and its special features. Images may include photographs of the site and its elements, project documentation, drawings, or models.

The images are to be provided in two formats:

- **JPEG** or **GIF** format suitable for screen viewing, web publishing and incorporation into the PowerPoint presentation used at the Awards Presentation Dinner. Images to be optimized at **72 dpi** (dots per inch) resolution and with a **maximum 800 pixels (28 cm) on the longest side**;
- **TIF** format (same images in the same order but at greater resolution) for later print publication. Images to be optimised at **200 dpi** and with images to be **20cm on the longest side and a maximum 8-Mb file size**.

A document must be included with image files with the name of the project and a one or two sentence description of each image. The name of the photographer or artist should also be included where images are to be credited to a specific person or organisation.

### Supporting Documents

Supporting documents should be included where they will assist the jury in understanding the nature of the project. These may include

- Drawings to illustrate the project to cover a maximum of one A1 sized sheet. These should be reduced to A3 size providing clarity is maintained.
- One bound copy of planning or research documents relevant to a submitted project.
- One copy of any additional material.
- Video presentations may be submitted to a maximum of 5 minutes.

## Eligibility and Conditions of Entry

### Documentation Format

Entries are to be submitted as follows:

- Signed copy of the **Nomination Form**.
- **Jury CDROM** – One CDROM is to be provided ready for use by the Awards Jury. This should be clearly labeled as the Jury CD and include:
  - The Project Summary
  - A PowerPoint presentation containing all submitted images with associated captions and other relevant text.
  - or**
  - A Word or pdf document containing the submitted images, captions and other relevant text.
  - The JPEG or GIF versions of the project images.
  - A Word document listing the image descriptions and any photographic or artistic credits.
  - Electronic versions of any other supporting information.
- **Media CDROM** – One CDROM is to be provided ready for release for print publication. This should be clearly labeled as the Media CD and include:
  - The Project Summary
  - The TIF versions of the project images.
  - A Word document listing the image descriptions and any photographic or artistic credits.
- One **bound copy** of any planning or research documents associated with the Planning, Environment or Research and Communication categories.
- **A1 Project Boards** may be submitted but are not mandatory and may be used for later exhibition. Entrants will be notified as to when and where to collect their boards. There will be no cost to the Institute for returning boards. Any boards submitted are done so at the total risk of the entrant; the Institute will accept no liability for damage or loss.

## Eligibility and Conditions of Entry

# 2004 AILA Victoria Project Awards

## NOMINATION FORM

A separate form is to be used for each project entry.

Please circle one Category:

**DESIGN** or **PLANNING** or **ENVIRONMENT** or **RESEARCH & COMMUNICATION:**

Organisation: .....

AILA corporate member ..... AILA Membership Number .....

Phone ..... Fax ..... E-mail.....

Name of Project: .....

Location: .....

### Attribution on the Certificate

Recipient: .....

Project: .....

(Optional)Client: .....

**Additional/Client Certificate:** List on separate piece of paper if required.

.....  
The person or company making this nomination for the award is responsible for ensuring the correct attributions of the parties involved. AILA takes no responsibility for any parties omitted from the entry form.

### Declaration:

I declare that this project has been completed, that the information is correct, that the award has not previously received an AILA Victoria Group award, and was designed by or under the supervision of:

Name: .....

Signature: ..... Date: .....

### Declaration by Client/Owner

I support the submission of this project for an AILA Project Award and give permission, where necessary, for the jury to inspect the project at a suitable time to be arranged. I also agree to be the nominated person who may be contacted by the jury if the project is short listed and more information is required. A more detailed letter of support may be submitted.

Name : .....

Address: .....

Phone: ..... Fax ..... E-mail .....

### Submission and Payment

Please submit this form and payment \$150.00 (GST incl.)

(Please make cheques or money orders payable to *AILA Victoria Group*).

Entries and payment are to be submitted by **4:00pm on 27<sup>th</sup> September 2004** and sent to:

**AILA Victoria Project Awards, PO Box 18025 Collins Street East, Melbourne VIC 8003**  
or by courier to  
**Australian Institute of Landscape Architects, Level 1, 41 Exhibition Street, Melbourne, VIC 3000**