

ONLINE ENTRY GUIDE – A SNAPSHOT

Entries are to be submitted online, and can be made via aila.org.au/onlineawardssubmission once the Awards open.

PAGE 1: AWARDS SELECTION

Select an Award

The first page will prompt you to 'select a program being entered into'. You will choose the Chapter in which the project is located.

Please note the International program is for the National program only. You do not need to select a Category from the drop-down menu to proceed with an International entry.

This page will also prompt you to choose a Category. You will choose a Category that is most applicable to your entry (see section 5.2 of the Entry Guide).

2018 AILA Landscape Architecture Awards Entry Form

Select an award

* Program being entered in to

* Category

Next

PAGE 2: PAYMENT DETAILS

This page will list the 'item' that you are 'ordering'. This will confirm the awards program and cost, and list the charge. The shipping details should list your entrant contact address. Shipping method should be selected as AUSPOST.

You can then select one of two payment options:

- 1 credit card
- 2 pay later (via EFT or cheque). If this is selected, you will need to contact finance@aila.org.au immediately to request an invoice, quoting the reference number you will receive at the completion of this online entry process.

Payment will need to be received prior to the deadline in order for your entry to progress to the jury.

2018 AILA Landscape Architecture Awards Entry Form

Items

Item	Quantity	Price	Total	
NSW Landscape Planning Award (includes 29.65 GST)	<input type="text" value="1"/>	326.18	326.18	Remove

[Update](#)

Cart Charges

Item Total	326.18
Shipping	0.00
Handling	0.00
Transaction Grand Total	326.18

Promotional Code: [Apply](#)

Shipping Details

[Choose another address](#)

Shipping Method:

Payment Details

Pay Now Pay Later

Payment Method:

* Card Number:

* Name on Card:

* Expiration Date:

CSC:

Card Address: [Choose another address](#)

[Submit Order](#)

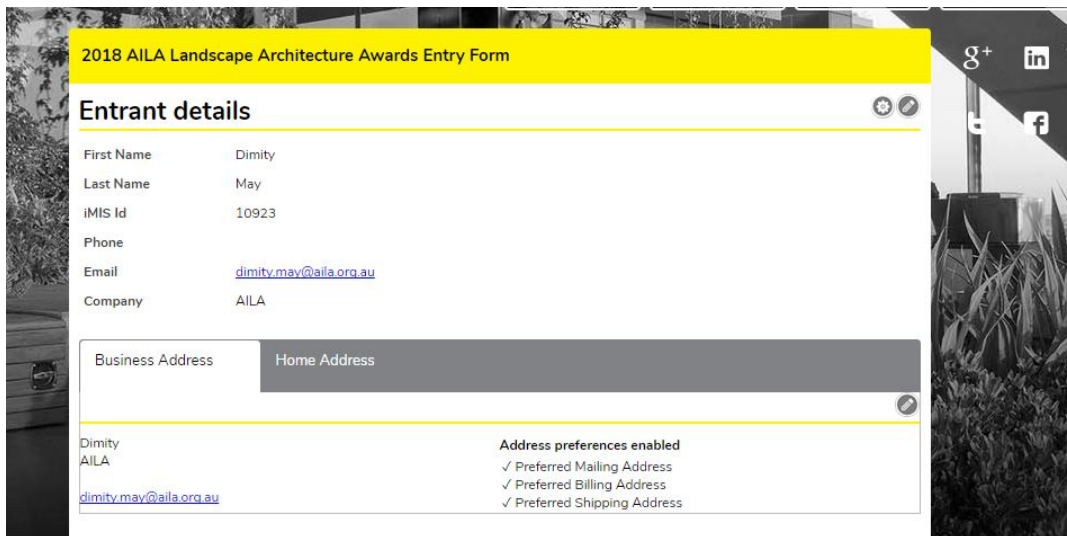
If you select the Pay Later option, please contact finance@aila.org.au immediately following your entry submission, quoting the reference number you will receive on completion of this entry process. An invoice will be prepared for you and sent to your provided email address. Payment of this invoice must be received by the deadline in order for your entry to progress to the Jury.

PAGE 3: AWARDS DETAILS

Entrant Details

The next stage will present you with the contact information that AILA has for you (as an AILA member).

You will have the ability to edit these details by clicking the pencil icon in the top right hand corner of any text box.



The screenshot displays the '2018 AILA Landscape Architecture Awards Entry Form' with a yellow header. The 'Entrant details' section includes a list of fields: First Name (Dimity), Last Name (May), iMIS Id (10923), Phone, Email (dimity.may@aila.org.au), and Company (AILA). Below this is a section for 'Business Address' and 'Home Address'. At the bottom, there is a summary box for 'Dimity AILA' with the email 'dimity.may@aila.org.au' and a list of 'Address preferences enabled': Preferred Mailing Address, Preferred Billing Address, and Preferred Shipping Address. Social media icons for Google+, LinkedIn, Twitter, and Facebook are visible in the top right corner.

Project Details

- Practice name,
- Name of project/entry,
- Address of project/entry,
- Client name and contact details,
- Project team and any others to be attributed (this includes consultants /collaborators or those who have authored earlier stages of the project (e.g. master planners prior to concept design development), These will be included on any Award certificate, if applicable.
- Budget (will remain confidential and only supplied to Jury) - if relevant, a project construction budget as a lump sum and expressed as a metre squared allowance. For non-construction projects the consultancy budget should be identified. Note, budget will remain confidential and be provided to the Jury only.
- A working Dropbox link to a main folder titled with your project name and state, with three subfolders titled:
 - Images: containing up to digital 14 images of the project. Images may be plans, illustrations and/or photographs Images are not to include white or black bars, annotations, text or image montages (two images together). See Section 2.3 for more information;
 - Statement of Achievement: Containing your Statement of Achievement, at a maximum of 750 words. This is your opportunity

- o Supporting Documentation: Where possible and if applicable (for example planning report, policy document, online consultation link, etc.);
- Press save to move onto the next section

Project details

- * Entrant practice/s (this will be used as the recipient if your entry receives an Award)
- * Project/entry name
- * Address of project
- * Client name/organisation
- * Client email
- * Client telephone
- * Project team and any others to be attributed
This includes consultants, collaborators or those who have authored earlier stages of the project.
- * Budget Note: Budget will remain confidential and is only supplied to the jury.
If relevant, a project construction budget as a lump sum and expressed as a metre squared allowance. For non-construction projects the consultancy budget should be identified.
- * Dropbox Link

Provide a working Dropbox link with a main folder titled with the name of your project and state, containing three subfolders with the following titles and contents:

- Images: containing up to 14 digital images of the project
- Statement of Achievement (Compulsory Item): This is your opportunity to outline to the Jury how your entry meets the Core Qualities. It should not be a statement solely describing the project. (Please provide a Word or PDF document, maximum 750 words).
- Supporting Documentation (Optional): Where possible and if applicable (for example planning report, policy document, online consultation link, video commentary, etc.). All supporting documentation must be provided in digital format (i.e. no hardcopy documents) and be succinct, with a one-page summary provided by the entrant of any large items. Jurors will not consider large-scale or lengthy supplementary items.

NOTE: Please ensure all folders and files are NOT provided in zip format.

If any of the above fields are not applicable, please enter 'N/A' in the relevant box. All contact details and budget information will be kept confidential and only supplied to the Jury for judging purposes where necessary.

PAGE 4: SUBMISSION RECEIVED

Once you have clicked 'submit order' your order will go through and you will be taken to a confirmation screen which outlines your reference number and a link to your State Special Requirements & Key Dates.

Submission received

Thank you for your submission into the NSW AILA Awards
If you have any queries regarding your entry please [contact us](#)
Your reference number is: **NSW15584**

You have chosen to pay later. Please ensure that you include the reference number on the back of the cheque or in the description of the direct deposit. Your submission will not be finalised until payment has been received. You will receive a confirmation email once your payment has been processed.

Cheque payments

Send cheque with a copy of your invoice to:
GPO Box 1646, Canberra ACT 2601

Bank deposit

BSB: 082 980

Account: 515073743

Account name: Australian Institute of Landscape Architects
Details Required for EFT: Award entry reference number

Please also send an email to admin@aila.org.au to notify us that you have made a bank deposit payment