24
OAA AWARDS

CALL FOR ENTRIES
Deadline: January 19, 2024

2022 OAA
Design Excellence
Winners

Online Nomination Walkthrough
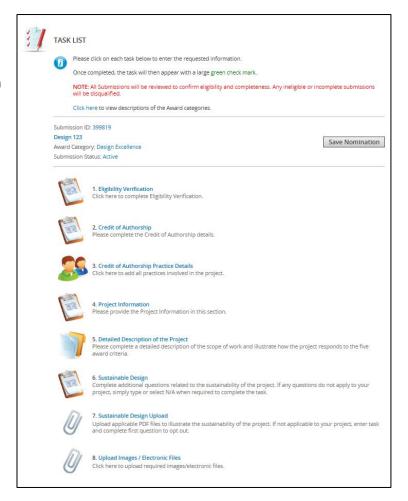# 2024 OAA Awards

Step 1: Create Account Profile

Provide a contact name, mailing address, phone number, and email address. You will have the opportunity to assign an "administrative assistant" to be copied on all submission emails. The nominator's company name and profession/title must also be entered during this step.

Step 2: Start New Application

Enter the nominee's name and select the award category for which you are submitting the nomination (1 of 5 options). All the OAA Award categories are listed in a drop-down menu, and a description is available for each award by clicking the "view descriptions of the categories here" link within the form.

After completing this step, you will be taken to a page containing a task list with various sections (shown at right). As you complete the sections of the form, a green checkmark will indicate completion. Once all tasks are complete, you can preview your nomination before clicking "submit" to finalize your nomination. **You may leave and come back to the nomination at any time before finalizing and submitting it.**

TASK LIST

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

NOTE: All Submissions will be reviewed to confirm eligibility and completeness. Any ineligible or incomplete submissions will be disqualified.

Click here to view descriptions of the Award categories.

Submission ID: 399819
Design 123
Award Category: Design Excellence
Submission Status: Active

Save Nomination

1. Eligibility Verification
Click here to complete Eligibility Verification.

2. Credit of Authorship
Please complete the Credit of Authorship details.

3. Credit of Authorship Practice Details
Click here to add all practices involved in the project.

4. Project Information
Please provide the Project Information in this section.

5. Detailed Description of the Project
Please complete a detailed description of the scope of work and illustrate how the project responds to the five award criteria.

6. Sustainable Design
Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task.

7. Sustainable Design Upload
Upload applicable PDF files to illustrate the sustainability of the project. If not applicable to your project, enter task and complete first question to opt out.

8. Upload Images / Electronic Files
Click here to upload required images/electronic files.

Step 3: Complete the sections of the Task List for your Award Category

Task lists vary depending on the award category for which you are submitting. The example provided below is for the **Design Excellence** Category:

1. Eligibility Verification
Complete questions to verify all eligibility requirements have been met.

2. Credit of Authorship
Complete to identify if the project was a joint venture and to confirm all the authors/practices involved in the project.

3. Credit of Authorship Practice Details
List all architecture practices involved in the project. You will be adding both the practice's name as well as a contact. Click the "Save Practice" button at the top of the page once complete.

4. Project Information
Include information concerning the project's name, date of completion, location, and value.

5. Detailed Description of the Project
Complete a detailed description of the scope of work and illustrate how the project responds to the awards criteria.

6. Sustainable Design
Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task. **Please note supplying Energy Use Intensity (EUI) metrics is mandatory for many project types in the Design Excellence program, with certain exceptions noted.** The Association offers two free online tools that enable you to measure the Total Energy Use Intensity (TEUI) of a building. The TEUI Calculator allows you to determine an existing building's energy performance, while the new TEUI 2.0 calculates both the TEUI and Thermal Energy Demand Intensity (TEDI) of a project. Click here to learn more.

7. Sustainable Design Upload
Upload applicable PDF files to illustrate the sustainable design criteria of the project. If not applicable to your project, complete the first question to opt out.

8. Upload Images / Electronic Files
Using the tool built into the form, upload your project images and drawings (i.e. a site plan and five to 10 images). Please include interior and exterior views of the project. **Note:** The Ontario Association of Architects reserves the right to use submitted images for promotional purposes.

As anonymity is no longer a requirement, the name/logo of the architect/practice can now appear in images, photo credits, and description text.

The preferred specifications for images are 300-dpi @ 8" x 10" JPEG, PNG, EPS, or TIFF.

9. Optional Video Upload
Complete this task to add a video (e.g. mp4, avi, mov, or mpg) if applicable. If you do not have a video, please check the box to opt out.

10. Optional Video Link upload
If you are unable to upload the video file in the previous task, add a video link (e.g. YouTube or Vimeo) here. If you do not have a video link, please check the box to opt out.

11. Nomination Fee
Please confirm payment method for the $100 submission fee. Options include cheque, credit card (Visa and Mastercard only, not Amex), online banking or e-transfer. For e-transfer, email oaafees@oaa.on.ca and add your OAA ID in the notes. For online banking, set up "Ontario Association of Architects" as a payee. (Use "Ontario Association Architect," if you are with CIBC). For your account number, use your OAA ID associated with the submission individual or group—this could be your Individual ID or your Practice ID. To pay by credit card or Interac online, click here for the OAA Store. Please note there is a non-refundable 2.5% convenience fee for credit card payments. Mail cheques to: 111 Moatfield Drive, Toronto, ON M3B 3L6

All payments must be received by no later than 10 business days from the submission date.

Note: If you have not completed the nomination, you may save it and come back to the nomination at any time before finalizing and submitting.

Step 4: Submit your Nomination by Friday, January 19, 2024.

For assistance with your nomination, contact Administrator, Website & Communications, **Tamara King.** If you experience technical difficulty with the submission site, contact **Technical Support** at 1-877-426-6323.