

The Hong Kong Institute of Architects
**annual awards &
exhibition 2013**

nomination brief

**deadline for nomination
22 January 2014, Wednesday
17:30**

INVITATION TO COMPETE

Dear Members,

We cordially invite your participation in the HKIA Annual Awards 2013. With an aim of “Build a Better Hong Kong, Promote Architectural Excellence”, we recognize outstanding architectures by local architects by awarding the HKIA Annual Awards every year.

Hong Kong Architecture has been stepping up in the international arena in recent years. Our fellow architects' works could be seen everywhere in the world. The project Parkview Green FangCaoDi, which was awarded with Merit Award Outside Hong Kong, won the Gold Award of Architects Regional Council of Asia (ARCASIA) under the Institute's nomination. We are glad to see our members' works are being recognized internationally and believe there are increasing international awards our fellow architects would receive.

May I take this opportunity to introduce to you our jury panel:

- Mr. George KUNIHURO, Past President of ARCASIA
- Ms. Susanna CHIU, President of Hong Kong Institute of Certified Public Accountants
- Mr. LIM Ooi Lee William, HKIA Member
- Mr. Stefan Wilhelm KRUMMECK, HKIA Member
- Mr. CHAN Kai Chung Calvin, HKIA Young Architect Award 2012 Honourable Mention.

Thanks for sparing huge efforts to participate in the judging process, which takes a week time. I am certain that the HKIA Annual Awards 2013 would be of high quality under their professional judgment.

We sincerely look forward to receiving your submission(s) in HKIA Annual Awards 2013.

Yours sincerely,
Patrick HAU
Chairman
Annual Awards 2013 Organizing Committee

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1

INTRODUCTION

With a view to promoting excellence of design in architecture which contributes significantly to the built environment in/outside Hong Kong, nominations are invited for buildings to compete for the HKIA Annual Awards 2013. Selected entrants are invited to participate in the HKIA Annual Awards Exhibition 2013 which will be held in the evening of 6 June 2014, Friday.

The purpose of the HKIA Annual Awards and Exhibition are to give professional recognition and to increase public awareness to outstanding achievements in architecture. The Annual Awards & Exhibitions aim to foster an appreciation for buildings which have been designed by members of HKIA and have achieved architectural excellence that deserve professional acknowledgement and public awareness.

2

A W A R D S C A T E G O R Y

2.1

HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong

香港建築師學會全年境內建築大獎 /
香港建築師學會境內優異獎

HKIA Medal of the Year of Hong Kong

The highest honour of all awards given by HKIA to members' works of architectural excellence in Hong Kong and setting an outstanding benchmark in architectural profession. The projects are selected from the HKIA Merit Award of Hong Kong entries.

HKIA Merit Award of Hong Kong

The Merit Awards form the shortlist for **HKIA Medal of the Year of Hong Kong**. They are arranged in 4 building types:

- (i) Residential Building
 - High rise (building of height 30m above)
 - Low rise (building of height 30m or below)
- (ii) Commercial Building
- (iii) Community Building
- (iv) Industrial / Transport / Utility Building

Submission Requirements

No limitation to the building size. Award for outstanding examples of that category of building and for contribution made to development of the building type. Some categories may have more than 1 winner and others may have none.

2.2 HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong

香港建築師學會全年境外建築大獎 /
香港建築師學會境外優異獎

HKIA Medal of the Year Outside Hong Kong

The highest honour of all awards given by HKIA to members' works of architectural excellence outside Hong Kong and setting an outstanding benchmark in architectural profession. The projects are selected from the HKIA Merit Award **Outside Hong Kong** entries.

HKIA Merit Award Outside Hong Kong

The Merit Awards form the shortlist for **HKIA Medal of the Year Outside Hong Kong**. They are arranged in 4 building types:

- (i) Residential Building
 - High rise (buildings of 8 storeys above)
 - Low rise (buildings of 8 storeys or below)
- (ii) Commercial Building
- (iii) Community Building
- (iv) Industrial / Transport / Building

Submission Requirements

No limitation to the building size. Award for outstanding examples of that category of building and for contribution made to development of the building type. Some categories may have more than 1 winner and others may have none.

2.3 President's Prize

會長獎狀

Award given to members' work in Hong Kong that shown a high quality and creativity in architectural design with a limited budget.

Submission Requirements

The construction cost of the work, excluding the cost of site formation & structure, shall be **less than HK\$50 million**. No limitation is set to nature of work.

2.4 Special Architectural Award

主題建築獎

Award given to members' architectural works or research in or outside Hong Kong of contribution to a particular architectural design issue:

- (i) Heritage & Adaptive Re-use
- (ii) Architectural Research
- (iii) Architectural Interior
- (iv) Urban Design
- (v) Alteration & Addition Works

Submission Requirements

The entries shall write down in their submission form the particular design issue that they would like the Jury Panel to consider. No limitation is set to its nature and size. However, entries under category of "Urban Design" shall be of a real project. Entries under category of "Alteration & Addition Works" shall be completed projects with the submission of Certificate on completion of building works not resulting in a new building or of street works (Form BA 14) to the Building Authority or with equivalent qualification with justification submitted with the entries.

Notes:

Members may submit the same project for different category. However, a separate submission package must be made, for example:

- i) In the case of a building nominated for the HKIA Medal of the Year of Hong Kong / Merit Award of Hong Kong under different building types, e.g. Commercial & Industrial / Transport / Building.
- ii) In the case of a building nominated for the Special Architectural Award under more than one architectural design issue.
- iii) In the case of a building nominated for the HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong and architectural design issue under the Special Architectural Award.
- iv) In the case of a building nominated for the President's Prize and architectural design issue under the Special Architectural Award.

3

SCHEDULE & DEADLINE

27 November 2013, Wednesday	Invitation of nominations for the HKIA Annual Awards 2013
22 January 2014, Wednesday 17:30	Closing of receipt of nominations
26 February 2014, Wednesday	<p><u>Jury / Assessment Process</u></p> <p>Stage 1 First Screening</p> <ul style="list-style-type: none"> - Jury Panel will screen-out nominations from entering into next stage if such nominations are considered not to have met the objective of the Award criteria. <p>Stage 2</p> <ul style="list-style-type: none"> - Jury Panel will review all nominations and sort out those the jury panel would have questions and wish to learn more, on presentation boards and other submitted materials. Interviews on and site visits to these selected entries might be arranged. <p>Stage 3</p> <p>Presentations, ^{note 1} Site visits and Jury Recommendation</p> <ul style="list-style-type: none"> - Site visits and interviews may be arranged for the projects which the Jury Panel wishes to know more. Separate notice will be sent to those project teams. <u>(Project teams are strongly advised to reserve these days for site visits & interviews.)</u> - Jury Panel to recommend the shortlisted and winning projects. ^{note 2}
27 February 2014, Thursday to 1 March 2014, Saturday	
6 June 2014, Friday	Annual Awards winning list will be officially announced at Press Conference, Newspaper Supplement and Publication. Prize Presentation will be held at Park Court, Pacific Place.

Note 1

Request for site visit or interview for a project does not represent the project has been shortlisted or awarded.

Note 2

- Nominations which are not being shortlisted or awarded will be refunded with the submitted participation fees (part A) HK\$6,000 and (part B) HK\$8,000.
- Shortlisted project is required to contribute the participation fee (part A) HK\$6,000 for productions of exhibition(s) and monograph. The participation fee (part B) \$8,000 will be refunded.
- Awarded project is required to contribute the participation fees (part A & B) HK\$14,000 for productions of exhibition(s) and monograph.

N.B.

Schedule and deadlines are subject to be amended by HKIA. Prior notice will be provided by HKIA on its official website www.hkia.net to members.

4

R U L E S & REQUIREMENTS

4.1 Eligibility

- The building under nomination must be located within Hong Kong territorial limits for HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong, President's Prize.
- The building under nomination for HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong must be located outside Hong Kong territorial.
- Projects under nomination for Special Architectural Award could be located within or outside Hong Kong territorial.
- All buildings designed by Members of HKIA are eligible for nominations. Nominations must be made by a HKIA member.
- The nominated projects shall not be in any way associated with members of the Jury.
- A partially completed building would not be accepted unless phasing of the project is so obvious as to render the completed portion a distinct building.
- Restored, rehabilitated and converted buildings are eligible for nomination.
- All nominated buildings or projects should be completed within the last 5 years up to 31/12/2013 (i.e. OP Date within 01/01/2009 to 31/12/2013)
- A building can be nominated provided it has never received any award from HKIA Annual Awards in previous years. Members may not submit any work that has already received an award from HKIA Annual Awards before, this applies to all categories of award.
- The design team for each project that is nominated must be headed by a Fellow or Member of the HKIA. The nomination must specify that if successful, the award should be made to the architectural practice and / or the member(s) of the HKIA, listed in any order as selected by the team leader.
- The joint venture partnership design team for each project that is nominated must be headed by a Fellow or Member of the HKIA. The design team must upon nomination, declare which Joint Venture party is the major designer. Should the nomination be successful, the award shall be made to the joint venture team.

4.1 Eligibility (cont')

Notes:

- i) The HKIA does not bind itself to confine its selection to the works nominated.
- ii) The Institute reserves the right not to make an award if the Jury Panel considers no nomination is worthy of an award.
- iii) The Organizing Committee of HKIA Annual Awards has the discretion to recommend to Jury Panel to exclude entries from the Exhibition & the Publication of Annual Awards with endorsement by Jury Panel.
- iv) The decision of the Jury Panel shall be final.

4.2 Nomination

- Any Members of the Institute is at liberty to nominate one or more buildings designed by any other members of the Hong Kong Institute of Architects for consideration. The nominator should nominate by completing the attached Nomination Form with the consent of the Nominee together with all necessary documents.
- The nominees for HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong shall indicate in Item 5 of the nomination form, the award category and building type of the submitted project. The entries will be grouped under different categories of building types for assessment.
- The nominees for HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong shall indicate in Item 5 of the nomination form, the award category and building type of the submitted project. The entries will be grouped under different categories of building types for assessment.
- In case of doubt about the building type of a particular submission, the decision of the Organizing Committee shall be final.
- The nominees for Special Architectural Award shall indicate in Item 5 the appropriate award category of the submitted building for Special Architectural Award to be considered by the Jury.

4.3 Nomination Fee

- HKIA Medal of the Year of Hong Kong /
HKIA Merit Award of Hong Kong
 - HK\$7,800 for each nomination
- HKIA Medal of the Year Outside Hong Kong /
HKIA Merit Award Outside Hong Kong
 - HK\$7,800 for each nomination
- President's Prize
 - HK\$4,800 for each nomination
- Special Architectural Award
 - HK\$4,800 for each nomination

Notes:

- i) The Nomination Fee is non-refundable once it is submitted.
- ii) Submitted Nomination Fee of any ineligible building or project will not be refunded also.

4.4 Participation Fee for Public Exhibition and Publication

- Each nomination has to submit a Participation Fee for Public Exhibition and Publication at HK\$14,000 in additional to the respective nomination fee mentioned in paragraph 4.3. Nominations NOT being shortlisted and NOT awarded will be refunded with the submitted Participation Fee HK\$14,000. Their submissions will not be displayed in the HKIA Annual Awards 2013 Exhibition(s) (to be held in June 2014) nor published in the Annual Awards 2013 Monograph.
- Participation Fee for Short-Listed Entries
For each Short-Listed entry of
 - HKIA Medal of the Year of Hong Kong,
 - HKIA Medal of the Year Outside Hong Kong,
 - HKIA Merit Award of Hong Kong,
 - HKIA Merit Award Outside Hong Kong,
 - President's Prize and
 - Special Architectural Award,
 their works will be displayed in the HKIA Annual Awards 2013 Exhibition(s) and published in the Annual Awards 2013 Monograph. They will be required to contribute their HK\$6,000 Participation Fee only to support part of the running cost of the Exhibition(s) (to be held in June 2014) and publication of the Annual Awards 2013 Monograph. The balance of the submitted Participation Fee will be refunded accordingly.
- Participation Fee for Awarded Entries
For each Awarded Entry of
 - HKIA Medal of the Year of Hong Kong,
 - HKIA Medal of the Year Outside Hong Kong,
 - HKIA Merit Award of Hong Kong,
 - HKIA Merit Award Outside Hong Kong,
 - President's Prize and
 - Special Architectural Award,
 they will be presented the respective award in the Prize Presentation Ceremony and their works will be displayed in the HKIA Annual Awards 2013 Exhibition(s) and published in the Annual Awards 2013 Monograph. They will be required to contribute

4.4 Participation Fee for Public Exhibition and Publication (con't)

Participation Fee in full, i.e. \$14,000, to support part of the running cost of the Prize Presentation Ceremony cum Exhibition(s) (to be held in June 2014) and publication of the Annual Awards 2013 Monograph.

- For the awarded projects, building models or study models, 3D audio and visual illustration may be invited by the Organizing Committee for exhibition. In the past, 3D presentation materials and video display are considered to be more appreciated by the public. However, these extra displays will be subjected to additional costs.

4.5 Submission

- Nominations, together with all required documents, must reach the Registrar of the Hong Kong Institute of Architects on or before 17:30 on 22 January 2014, Friday.
- Submission package shall include:
 - (1) Completed Checklist [Form 0]
 - (2) Completed and duly signed Nomination Form [Form1]
 - (3) Completed and duly signed Fact Sheet [Form 2]
 - (4) Cheques for payment
 - (a) Cheque for Nomination Fee of either HK\$7,800 or HK\$4,800, depending the award category of the nomination.
 - (b) Cheque for Participation Fee (part A) of HK\$6,000.
 - (c) Cheque for Participation Fee (part B) of HK\$8,000.
 (Remarks: All transactions will be processed in April 2014.)
 - (5) Copies of Occupation Permit or equivalent
 - For government projects, Completion Certificates are acceptable.
 - For addition & alteration works, Acknowledgement of Completion is acceptable.
 - For projects outside Hong Kong, Completion Certification or equivalent are acceptable.
 - (6) Presentation boards (please refer to section 4.6 for details).
 - (7) A CD-ROM containing:
 - (a) Nomination Form [Form1]
 - (i) Completed Nomination Form without signature in ".doc" format.
 - (ii) Completed and duly signed Nomination Form in ".pdf" format.

4.5 Submission (con't)

- (b) Fact Sheet [Form 2]
 - (i) Completed Fact Sheet without signature in “.doc” format.
 - (ii) Completed and duly signed Fact Sheet in “.pdf” format.
- (c) Composite images of Presentation Boards
 - (i) in “.jpg” format, horizontal dimension not larger than 3,000 pxl.
 - (ii) In “.jpg” format, horizontal dimension not larger than 200 pxl.
 - (iii) In “.pdf” format, sized A3.
- (d) Copy of Occupation Permit or equivalent.
- (e) 4 images of the entry project, of the following specifications:
 - In either “.jpg” or “.tiff” format.
 - Image resolution not less than 150 dpi
 - Image file size not larger than 20MB for 4 images.
- In stage 3 of the Jury Process, nominations may be required to submit further plans, sectional drawings, reports and other descriptive documents upon request by the Jury Panel. Visit(s) and/or interview(s) by the Jury may be arranged prior to any final decision on the awards.
- The onus is on the Nominator to ensure that his nomination is received by the Registrar of the HKIA before the closing date and time of submission.
- No consideration would be given to late submissions.

4.6 Presentation Boards

- All Presentation Boards are to be prepared in the metric scale and drawn on paper of an A2 international size (portrait orientation) which shall be 420mm x 594mm. All presentation drawings should be mounted on form boards.
- Specifications of Presentation Boards
 - i) The maximum number of panels submitted for each nomination shall be 4.
 - ii) All panels should be arranged in portrait layout format and numbered for the case of display set up as shown in Diagram A.
 - iii) All materials shall be securely mounted on foam board using strong adhesive.
 - iv) All texts shall be in both Chinese and English.
 - v) NO company names, logos or other identifying information are allowed to appear on any submission materials. Disqualification may be resulted.

4.6 Presentation Boards (con't)

vi) Boards should be numbered on the back in sequence from left to right.

■ Contents of Presentation Boards

i) No advertisement or commercial contents should appear on Presentation Boards.

ii) The following information is recommended to appear on Presentation boards:

- Written description of the project
- Location Plan
- Floor plans and sections of the project
- Photos of the projects (including 4 images of the building showing different perspectives)

iii) The extent of the photos and drawings to be included are at the discretion of Nominees, but the information included should be sufficient to enable the Jury Panel to assess the design merit of the building. Additional typewritten explanatory text on one A4 paper may append the submission.

■ Arrangement during Exhibition

i) Due to limited exhibition space, some of the submitted Presentation Boards of selected projects after Jury Process Stage 1 may not be able to be exhibited. It is therefore recommended that the first two Presentation Boards for each entry shall form an entity of its own in order to assist planning of the layouts in the Exhibition (Diagram A)

ii) The HKIA Annual Awards Organizing Committee reserves the right to select and arrange the panels for exhibition.

■ Specifications for Exhibition Panels

Awardees, short-listed and selected entries shall be responsible for their production of panels for exhibition purpose. Four numbers of display panels shall be submitted to the HKIA Secretariat in accordance to the following specifications:

i) Exhibition Panels shall be mounted vertically and the size to be confirmed

Media – to be printed on Kodak Duratran RA with 5mil lamination on emulsion side backed by 1mm PVC clear Acrylic trimmed to specified material size.

ii) Resolution – 300 dpi

iii) Mounting – Corners of Panels shall be reinforced for eyelet-mounting.

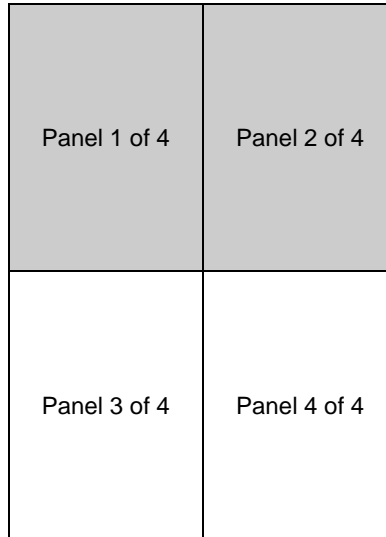
iv) Company name & logo are requested to be placed in Area A, with space as specified in Diagram B.

v) Protection – Panels shall be properly protected and the four Panels shall be submitted in one package. Panels shall not be rolled up when submitted.

vi) The above specification is preliminary. If there is any further revision, the Institute will confirm with all participants on the exact specifications 6 weeks before the exhibition

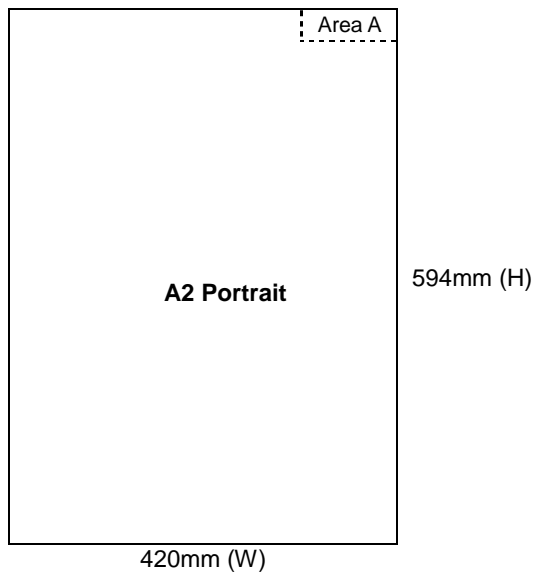
■ **Diagram A – Presentation Boards**

Note: First two Presentation Boards for each entry shall form an entity of its own order.



■ **Diagram B – Exhibition Panel**

Area A: The 50mm (H) x 100mm (W) space at the upper right-hand corner of each panel. Company name & logo are requested to be placed in Area A, as specified.



5

TERMS & CONDITIONS

5.1 Examination for Eligibility of Submissions

The Annual Awards Organizing Committee may exclude any nomination from consideration by the Jury if it does not fully conform to the Rules & Requirements stated herein. Any such exclusion by the Organizing Committee shall be final and such nominations will not be included in the HKIA Annual Awards Exhibition and Publication.

All nominations will be examined and the works achieved the expected standards of the Award criteria will be selected for consideration for Awards by the Jury Panel.

5.2 Ownership of the Submissions

All presentation materials including presentation boards, electronic files and photographs (except the model) are deemed to be the property of the Hong Kong Institute of Architects and there are no restrictions or losses recoverable from the Institute on the publication of any materials submitted herewith. The Institute reserves the right to reproduce, print, publish, edit the materials submitted in either paper or electronic format or the like, for any use.

5.3 Return of Submissions

All submissions will not be returned. Request for retrieval of panels from the Institute after the submission will not be entertained. Therefore, Entrants are advised to produce a duplicate set of panels for their own record.

5.4 Disclaimer

Both the Nominator and Nominee must warrant that the information provided in the submission is true and accurate, and agree to abide by the Terms and Conditions stated in this Nomination Brief and shall be responsible as the primary author of the design submitted herewith.

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JURY PANEL

They Jury consists of five members appointed by the HKIA

Lay Juror

Ms. Susanna CHIU
President
Hong Kong Institute of Certified Public Accountants

Overseas Juror

Mr. George KUNIHRO
Immediate Past President
Architects Regional Council of Asia (ARCASIA)

HKIA Member

Mr. LIM Ooi Lee William

HKIA Member

Mr. Stefan Wilhelm KRUMMECK

Representative from Young Architects

Mr. CHAN Kai Chung Calvin
HKIA Young Architect Awards 2012 Honourable Mention

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NOMINATION F O R M

- Form 0 – Checklist
- Form 1 – Nomination Form
- Form 2 – Fact Sheet

Nomination Form (in “doc” format) & other details can be downloaded at <http://www.hkia.net>.

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ENQUIRY & CONTACTS

The Hong Kong Institute of Architects Secretariat
Contact person Ms. Ellie MAK / Ms. Jenny LAI
Tel. 2511 6323
Fax 2519 6011 / 2519 3364
Email hkiasec@hkia.org.hk

~ End ~

HKIA ANNUAL AWARDS & EXHIBITION 2013**CHECK LIST****FORM 0**

Name of Project: _____

Name of Firm: _____

- (1) Checklist [**Form 0**]
- (2) Nomination Form [**Form 1**]
- (3) Fact Sheet [**Form 2**]
- (4) Payment Cheque (payable to "**HKIA Services Limited**")
- (a) Cheque for Nomination Fee HK\$7,800 or HK\$4,800
- (b) Cheque for Participation Fee (Part A) HK\$6,000
- (c) Cheque for Participation Fee (Part B) HK\$8,000
- (Remarks: All transactions will be processed in April 2014.)
- (5) Copy of Occupation Permit or equivalent
- **Important note:** All nominated buildings or projects should be completed within the last 5 years up to 31/12/2013 (i.e. OP Date within 01/01/2009 to 31/12/2013).
 - **For government project**, completion certificate is acceptable.
 - **For alteration & addition works**, acknowledgement of completion is acceptable.
 - **For project outside of Hong Kong**, completion certificate (or equivalent) is acceptable.
- (6) Presentation Panels (max. 4 A2 foam board panels.)
- (7) A CD-ROM containing the following documents
- (a) Nomination Form [Form 1]
- (i) Completed Nomination Form without signature in ".doc" format.
- (ii) Completed and duly signed Nomination Form in ".pdf" format.
- (b) Fact Sheet [Form 2]
- (i) Completed Fact Sheet without signature in ".doc" format.
- (ii) Completed and duly signed Fact Sheet in ".pdf" format.
- (c) Composite images of Presentation Boards
- (i) In ".jpg" format, horizontal dimension not larger than 3,000 pxl
- (ii) In ".jpg" format, horizontal dimension not larger than 200 pxl
- (iii) In ".pdf" format, sized A4.
- (d) Copy of Occupation Permit or equivalent
- (e) 4 images of the entry project
- In either ".jpg" or ".tiff" format
 - Image resolution not less than 150 dpi
 - Image file size not larger than 20MB for 4 images

For Internal Use

Date:

Time:

Note Late Submission Non-HKIA Member Missing Info. _____ Others _____

HKIA ANNUAL AWARDS & EXHIBITION 2013

NOMINATION FORM

FORM 1

Closing date of Nomination : 22 January 2014, Wednesday, 17:30

I wish to nominate the following building for consideration for the HKIA Annual Awards & Exhibition 2013.

Part A				
Details of Building				
1.	Name of building (English) _____ (Chinese) _____			
2.	Full postal address of building (English) _____ (Chinese) _____			
3.	Contract value of building _____			
4.	Date of completion of building # _____			
5.	Award Category to compete (Please ✓ the appropriate box*)			
(1)	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong	Residential Building	High rise	<input type="checkbox"/>
			Low rise	<input type="checkbox"/>
		Commercial Building		<input type="checkbox"/>
		Community Building		<input type="checkbox"/>
(2)	HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong	Residential Building	High rise	<input type="checkbox"/>
			Low rise	<input type="checkbox"/>
		Commercial Building		<input type="checkbox"/>
		Community Building		<input type="checkbox"/>
(3)	President's Prize	Industrial / Transport / Utility Building		<input type="checkbox"/>
				<input type="checkbox"/>
(4)	Special Architectural Award	Heritage & Adaptive Re-use		<input type="checkbox"/>
		Architectural Research		<input type="checkbox"/>
		Architectural Interior		<input type="checkbox"/>
		Urban Design		<input type="checkbox"/>
		Alteration & Addition Works		<input type="checkbox"/>
Remarks:				
#	All nominated buildings or projects should be completed within the last 5 years up to 31/12/2013 (i.e. OP Date within 1/1/2009 to 31/12/2013)			
*	One project may be submitted for different category. A separate submission package must be made in such case.			

Part B1
Details of Architect / Partner
 Name, address and telephone number of the architect / partner in charge, whose permission for nomination under HKIA Conditions, I have obtained.

6. Name (English) _____ (Chinese) _____

Name of firm (English) _____

(Chinese) _____

Tel. _____ Fax _____

Address _____

Members of design team _____

7. Is the building a project in collaboration with other parties? Yes No
If yes, please complete this section and provide signature of collaborating party on P.4 of this nomination form.

Name of firm (English) _____

(Chinese) _____

Contact person _____

Tel. _____ Fax _____

Address _____

Part B2
Details of Building Owner & Building Contractor
 Contacts of building owner & main building contractor whose permission for nomination under HKIA Conditions I have obtained.

8. Building owner

Name _____

Contact person _____

Tel. _____ Fax _____

Address _____

9. Main building contractor

Name _____

Contact person _____

Tel _____ Fax _____

Address _____

Please advise name, address and telephone number of other building contractor(s), sub-contractor(s) and supplier(s) on separate sheet.

Part C1	
Contact information of Nominee	
10. <u>Contact person for jury visits and enquiries of the nomination</u>	
Name	Tel.
Email	Fax
11. <u>In the event of an award, it should be made to</u>	
Name	
Part D	
Payment	
I enclose 3 cheques for nomination fee and participation fee (part a & b), payable to " HKIA Services Limited ".	
12. <u>Cheque for nomination fee of</u>	
(1) HKIA Medal of the Year of Hong Kong / Merit Award of Hong Kong (\$7,800)	<input type="checkbox"/>
(2) HKIA Medal of the Year Outside Hong Kong / Merit Award Outside Hong Kong (\$7,800)	<input type="checkbox"/>
(3) President's Prize (\$4,800)	<input type="checkbox"/>
(4) Special Architectural Award (\$4,800)	<input type="checkbox"/>
Bank	Cheque no. Amount
13. <u>Cheques for participation fee (part A) of \$6,000 & participation fee (part B) of HK\$8,000</u>	
Bank	Cheque no. Amount <u>HK\$6,000</u>
Bank	Cheque no. Amount <u>HK\$8,000</u>
Nominations not being shortlisted nor awarded will be refunded with the submitted participation fee (part a & b) of \$6,000 and HK\$8,000. Shortlisted nominations will be refunded with participation fee (part a) of HK\$8,000.	
Part E	
Declaration	
The undersigned hereby declare that the information provided in this submission is true and accurate. I agree to abide by the Terms and Conditions stated in the Nomination Brief and shall be responsible as the primary author of the design submitted herewith.	
<u>Nominator</u>	
Name	Membership no.
Address	
Tel	Fax
Signature	Date
<u>Nominee</u>	
The contents of this nomination have been seen and agreed by the nominee:	
Name	Membership no.
Signature	Date

Part F	
Confirmation of collaborating party	
The undersigned hereby confirm we are a collaborating party of the building of details listed below	
Name of building (English)	
Full postal address of building (English)	
Name of firm submitting HKIA Annual Awards 2013 nomination (English)	
Name of collaborating party (English)	
Name of person-in-charge of the collaborating party (English)	
Signature	Date

HKIA ANNUAL AWARDS & EXHIBITION 2013**FACT SHEET****FORM 2**

Nominee is requested to complete the following fact sheet for reference of Jury Panel.

- Completed Fact Sheet should be submitted along with Nomination Form.
- The Institute reserves the right to edit and select the materials submitted.

Part A Company Data		
	English	Chinese
Name		
Address		
Tel		
Fax		
Part B Project Data		
	English	Chinese
Name of project		
Location		
Function		
Design date		
Completion date		
Gross Floor Area		
Site Area		
Design Team		
Client / Developer		
Project Manager		
M & E Consultant		
Structural Engineer		
Quantity Surveyor		
Other consultants, please specify		
Main Contractor		

**Part C1
Project Description**

English, in 100-150 words

(no. of words:)

Chinese, in 100-150 words

(no. of words:)

**Part C2
Design Concept Statement**

English, in 100-150 words

(no. of words:)

Chinese, in 100-150 words

(no. of words:)

**Part C3
Sustainability Statement (if any)**

English, in 100-150 words

(no. of words: _____)

Chinese, in 100-150 words

(no. of words: _____)

**Part D
Image captions**

	File name	English	Chinese
Image 1			
Image 2			
Image 3			
Image 4			

**Part E
Declaration**

The undersigned hereby declare that the information provided in this submission is true and accurate. I agree to abide by the Terms and Conditions stated in the Nomination Brief and shall be responsible as the primary author of the design submitted herewith.

Nominee

Name _____ Membership no. _____

Signature _____ Date _____