

HKIA ANNUAL AWARDS & EXHIBITION 2019/20**CHECK LIST****FORM 0****Closing date of Nomination: 19 June 2020, Friday, 17:30**

Name of Project: _____

Name of Firm: _____

- (1) Checklist [**Form 0**]
- (2) Completed and duly signed Nomination Form [**Form 1**]
- (3) Completed and duly signed Fact Sheet [**Form 2**]
- (4) Payment Cheque (payable to "**HKIA Services Limited**")
- (a) Cheque for Nomination Fee
- Medal of the Year / Merit Award of Hong Kong - HK\$8,600
 - Medal of the Year / Merit Award outside Hong Kong - HK\$8,600
 - President's Prize - HK\$5,300
 - Special Architectural Award - HK\$5,300
- (b) Cheque for Participation Fee (Part A) HK\$6,600
- (c) Cheque for Participation Fee (Part B) HK\$8,800
- (Remarks: All transactions will be processed in August 2020.)
- (5) Copy of Occupation Permit or equivalent
- **Important note:**
 - All nominated buildings or projects should be completed within the last 5 years up to 31/03/2020 (i.e. OP Date within 01/04/2015 to 31/03/2020).
 - **For government project**, completion certificate is acceptable.
 - **For alteration & addition works**, acknowledgement of completion is acceptable.
 - **For projects outside of Hong Kong**, completion certificate (or equivalent) is acceptable.
- (6) A CD-ROM or USB 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 A3.
- (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
 - Submitted images should accurately portray the building. Over-edited or doctored photos, for example, altering the building profile, omitting elements which should be seen on the façade, altering the actual site context, etc., are prohibited. Disqualification may be resulted.
- (7) Presentation Panels (max. 4 A2 foam board panels.) **IMPORTANT**
- **Physical Presentation Boards are only required upon request by Jury Panel for stage 2 assessment.**

For Internal Use

Date:

Time:

 Late Submission Non-HKIA Member Missing Info. Others