

# **AIA Honors & Awards**

## Submitting for Associates Award

# Submitting for Associates Award

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# Overview

# Submitting for Associates Award

## OVERVIEW

### AIA Associates Award

The AIA Associates Award is given to individual Associate AIA members to recognize outstanding leaders and creative thinkers for significant contributions to their communities and the architecture profession.



Submission

# Submitting for Associates Award

## SUBMISSION

### Process

#### **Submission must be:**

- clear and concise
- results oriented
- well-documented influence on profession



# Submitting for Associates Award

## SUBMISSION

### Eligibility

The Associates Award is open to any Associate AIA member not licensed to practice architecture by the submission deadline.



# Submitting for Associates Award



## SUBMISSION

### Nomination

- Associates can be nominated by the following: AIA Components, Knowledge Communities, members of the national AIA Board of Directors, and Strategic Council may submit nominations.
  - AIA Chapters
  - Knowledge Community members
  - Members of the National AIA Board of Directors
  - Members of the Strategic Council
- Self nominations will be disqualified
- Being a friend or a business partner is not enough to serve as a nominator.



# Submitting for Associates Award

## SUBMISSION

### Composition

- **Nomination letter** (one page)
- **Biography** (one page) including the 25-35 word summary statement.
- **Statement of Contributions** (two pages)
- **Exhibits** (max of 15 pages)
- **Confidential References** (7 letters)



# Submitting for Associates Award

## SUBMISSION

### Nomination Letter

- One page
- Speak directly to your achievements
- Set the stage for what the jury is going to read about in the submission
- Avoid broad generalizations



# Submitting for Associates Award

## SUBMISSION

### Biography

- One page
- Include the 25-35 word summary statement
- Be short, concise, and direct.
- Include a list of offices, positions, honors, publications and presentations.
- Read like an amplified resume
- Show how multifaceted you are!



# Submitting for Associates Award

## SUBMISSION

### Summary of Contributions

- Two pages
- Tell your story
- Highlight your strongest contributions focusing on three main points
- Illustrate how your work has advanced the profession



# Submitting for Associates Award

The AIA logo is a red circle with the letters "AIA" in white, bold, sans-serif font.

## SUBMISSION

### Exhibits

- Fifteen pages total – Two pages for each exhibit
- Outline pertinent information about the project, but use text to explain your specific role in the exhibit.
- Emphasize your contributions.
- Discuss how your involvement made the exhibit better
- Strongest Exhibits first
- Exhibits may included:
  - Volunteering
  - Publications
  - Demonstrations of leadership
  - Does not have to be only design
- Include the Declaration of Responsibility on each exhibit page.

# Submitting for Associates Award



## SUBMISSION

### Exhibits – Declaration of Responsibility

- Every exhibit must have a Declaration of Responsibility
- For each exhibit, someone in in possession of full knowledge of the specific project – other than the candidate – must certify the candidate’s responsibility.
- Ideally from a client or collaborator rather than someone else at your firm.
- Easy to find on the exhibit page

I have personal knowledge of the nominee’s responsibility for the exhibit listed above. The responsibility included:

- Largely responsible for design
- Project under direction of nominee
- Nominee’s firm executed project
- Other: explain

Signature

Title/typed name

Relationship to the exhibit

# Submitting for Associates Award

## SUBMISSION

### Reference Letters

- **Must remain confidential!**
- Seven letters
- Each reference letter should specifically focus on one or more aspects of your contributions already highlighted previously in the submission
- Letters should speak directly about your work.
- References should have a direct connection to you and your work
- Avoid “big name” architects offering no substance.



# Submitting for Associates Award

## SUBMISSION

### Submitting Reference Letters

- Application sends a link for writers to upload their letter
- Provide ample time for reference writers to submit
- The application system will notify you when they have been received
- Don't submit your application before they have been received
- Letter's are only accepted through this system – **no hard copies, no emails accepted, do not include them in your upload**





# Submitting for Associates Award



## SUBMISSION

### In short...

- Clear, concise presentation
- Consistent orientation – landscape preferred
- White space is a good thing
- Legible font size (10pt) and color
- Page numbers
- 8.5” x 11” pages
- Strong/specific references
- Support for summary statement
- Focus on results/achievements
- Demonstrate influence on profession

# The Jury

# Submitting for Associates Award

## THE JURY

# Collaborative and Professional Achievement Jury

The Institute Honors for Collaborative and Professional Achievement Jury serves as the Jury for the Associates Award. The jury is consists of five members: a representative of the Board of Directors or the Strategic Council, an Architect member licensed less than ten years, one past recipient of the collaborative achievement award, an Associate member, and a public official.



# Submitting for Associates Award

## THE JURY

### Process

- All jurors read all applications in advance of the jury meeting
- As a group the jury then discusses all the candidate.
- A juror cannot review candidates from their own firm or region
- A juror must recuse themselves from candidates they know personally



# Resources

# Submitting for Associates Award

## RESOURCES

- Visit <https://www.aia.org/awards/7286-aia-associates-award> for more information and program dates.
- Contact AIA Archives for previously successful submissions at [archives@aia.org](mailto:archives@aia.org)
- Contact [HonorsAwards@aia.org](mailto:HonorsAwards@aia.org) for any additional inquiries

