

The Hong Kong Institute of Architects
**annual awards &
exhibition 2012**

nomination brief

**deadline for nomination
11 January 2013, Friday
17:30**

INVITATION TO COMPETE

Dear Members,

We cordially invite your participation in the HKIA Annual Awards 2012. 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. This 47-year-old award has witnessed change of Hong Kong’s architecture, growth, and development of Hong Kong’s professional architectural services.

To keep pace with change, the residential building category of Medal of the Year / Merit Award of Hong Kong and outside Hong Kong is sub-divided to high-rise and low-rise, to meet the international trend of building type. For President’s Prize, project construction cost limit is lifted to HK\$50 million from \$20 million. These changes can accommodate more projects to compete for the award, as a result to enhance overall standard of the competition.

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

- Mr. Kris YAO, Taiwanese architect
- Prof. DE BONT Cees, Dean of School of Design, The Hong Kong Polytechnic University
- Mrs. CHENG CHAN Ching Ying Elizabeth, HKIA Fellow
- Mr. WANG Wei Jen, HKIA Member
- Ms. ANG Bing Hun, HKIA Annual Awards 2010 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 2012 would be of high quality under their professional judgment.

We sincerely look forward to receiving your submission(s) in HKIA Annual Awards 2012.

Yours sincerely,
Leslie LU
Chairman
Annual Awards 2012 Organizing Committee

TABLE OF CONTENTS

1.	INTRODUCTION	4
2.	AWARDS CATEGORY	4
2.1	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong	4
2.2	HKIA Medal of Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong	5
2.3	President's Prize	5
2.4	Special Architectural Award	6
3.	SCHEDULE & DEADLINE	7
4.	RULES & REQUIREMENTS	8
4.1	Eligibility	8
4.2	Nomination	9
4.3	Nomination Fee	10
4.4	Participation Fee in Public Exhibition and Publication	10
4.5	Submission	11
4.6	Presentation Board Format	12
5.	TERMS & CONDITIONS	15
5.1	Examination for Eligibility of Submissions	15
5.2	Ownership of the Submissions	15
5.3	Return of Submission	15
5.4	Disclaimer	15
6.	JURY PANEL	16
7.	NOMINATION FORM	16
8.	ENQUIRY & CONTACTS	16

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 2012. Selected entrants are invited to participate in the HKIA Annual Awards Exhibition 2012 which will be held in the evening of 24 May 2013, 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. It is hoped that the Annual Awards & Exhibitions will 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 and appreciation.

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 limited 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 realistic projects. 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

4 December 2012, Tuesday	Invitation of nominations for the HKIA Annual Awards 2012
11 January 2013, Friday 17:30	Closing of receipt of nominations
	<u>Jury / Assessment Process</u>
30 January 2013, Wednesday	<p>Stage 1 First Screening ^{note 1}</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 programme.
	<p>Stage 2 Second Screening ^{note 2}</p> <ul style="list-style-type: none"> - Selected nominations from Stage 1 will be short-listed by Jury Panel to enter into Stage 3.
31 February 2013, Thursday to 2 February 2013, Saturday	<p>Stage 3 Final Selection and Jury Recommendation</p> <ul style="list-style-type: none"> - Site visits and interviews may be arranged for shortlisted projects in Hong Kong. Separate notice will be sent to those project teams. <i><u>(Project teams are strongly advised to reserve these days for site visits & interviews.)</u></i> - Jury Panel to recommend the winning projects.
24 May 2013, 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

Nominations not being entered into Stage 2 assessment will be refunded with the submitted participation fee of HK\$4,000. Their submissions will not be displayed at the Exhibition to be held in May 2012 nor published in relevant Monograph.

Note 2

Nominations not being entered into Stage 3 assessment will not be refunded with the submitted participation fee of HK\$4,000 as their submissions will be displayed at the Exhibition to be held in May 2012, although they will not be published in relevant 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 or via fax to members.

4

R U L E S & R E Q U I R E M E N T S

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 31/12/2012 (i.e. OP Date within 01/01/2008 to 31/12/2012)
- 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 major designer.

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. A report (of not more than three A4 pages for each design issue) shall append the submission to explain the particular subject in details.

4.3 Nomination Fee

- HKIA Medal of the Year of Hong Kong /
HKIA Merit Award of Hong Kong
- HK\$6,500 for each nomination
- HKIA Medal of the Year Outside Hong Kong /
HKIA Merit Award Outside Hong Kong
- HK\$6,500 for each nomination
- President's Prize
- HK\$4,000 for each nomination
- Special Architectural Award
- HK\$4,000 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\$4,000 on top of the respective nomination fee mentioned in paragraph 4.3. Nominations not being entered into Stage 2 assessment will be refunded with the submitted participation fee of HK\$4,000. Their submissions will not be displayed in the Exhibition (to be held in May 2013) nor published in relevant Monograph.
- Nominations not being entered into Stage 2 assessment will be refunded with the submitted Participation Fee of HK\$4,000. However, their submissions will be displayed in the Exhibition (to be held in May 2013) although they will not be published in relevant Monograph.
- Each short-listed nomination or winning projects 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
 will require to contribute their HK\$4,000 Participation Fee to support part of the running cost of the Exhibition (to be held in May 2013) and publication of the Annual Awards 2012 Monograph.
- For the winning 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 charges.

4.5 Submission

- Nominations, together with necessary documents, must reach the Registrar of the Hong Kong Institute of Architects on or before 17:30 on 11 January 2013, 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\$6,500 or HK\$4,000, depending the award category of the nomination.
 - (b) Cheque Participation Fee of HK\$4,000.
(Remarks: All transactions will be processed in April 2013.)
 - (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.
 - (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) 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.

4.5 Submission (cont')

- Submission package – CD ROM (cont')
 - (e) A pdf. of maximum 20 pages as presentation of the entry project
 - Texts and descriptions are allowed.
 - NO videos or animations are allowed for the pdf.
 - NO company names, logos or other identifying information may appear on any pages of this pdf.
- In stage 3 of the Jury Process, all short-listed nominations are required to submit further plans, sectional drawings reports and other descriptive documents upon requires 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.
 - 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)

4.6 Presentation Boards (cont')

- Contents of Presentation Boards (cont')
 - 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.

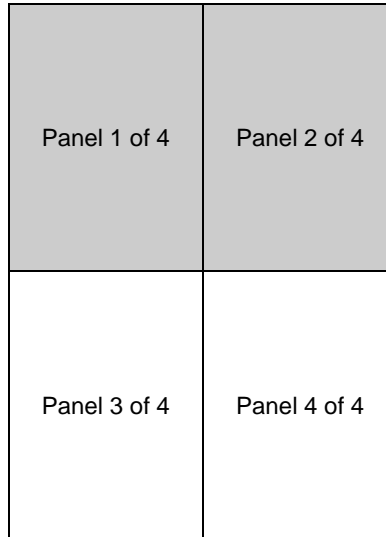
- Specifications for Exhibition Panels

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.

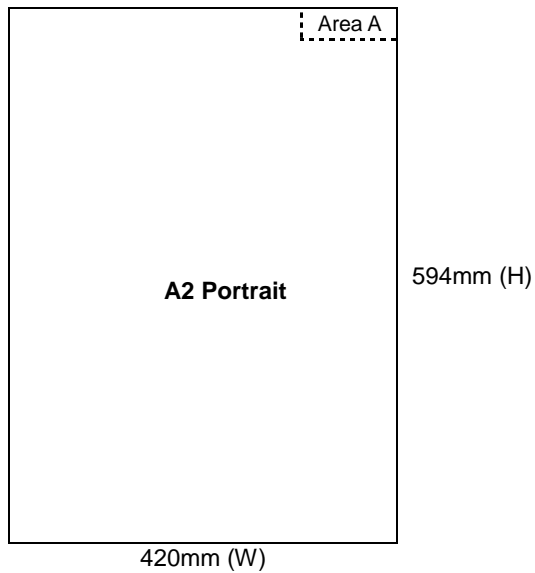
■ **Diagram A – Presentation Boards**

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 programme will be short-listed to enter final assessment for Awards by the Jury Panel. Other than those screen-off nominations in Stage 1, all selected projects in Jury Process Stage 2 & 3 will be invited for Exhibition and Publication of the special issue of HKIA Annual Awards.

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.

6

JURY PANEL

They Jury consists of five members appointed by the HKIA

Lay Juror

Prof. DE BONT Cees,
Dean
School of Design, Hong Kong Polytechnic University

Overseas Juror

Mr. Kris YAO
Taiwanese Architect

HKIA Fellow

Mrs. CHENG CHAN Ching Ying Elizabeth

HKIA Member

Mr. WANG Wei Jen
Head, Department of Architecture
The University of Hong Kong

Representative from Young Architects

Ms. ANG Bing Hun
HKIA Young Architect Award 2010
Honourable Mention

7

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>.

8

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 2012**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 "The Hong Kong Institute of Architects")
 (a) Cheque for Nomination Fee
 (b) Cheque for Participation Fee
 (Remarks: All transactions will be processed in April 2013.)
- (5) Copy of Occupation Permit or equivalent
 ■ **Important note:**
 All nominated buildings or projects should be completed within the last 5 years up to 31/12/2012 (i.e. OP Date within 01/01/2008 to 31/12/2012). The submitted nomination fee of an ineligible building or projects will not be refunded.
 ■ **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) 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
 (e) A pdf. of maximum 20 pages as presentation of the entry project
 ■ Texts and descriptions are allowed
 ■ NO videos or animations are allowed to appear in the pdf.
 ■ NO company names, logos or other identifying information are allowed to appear on any pages of this pdf.

For Internal Use

Date: _____ Time: _____

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

HKIA ANNUAL AWARDS & EXHIBITION 2012**NOMINATION FORM****FORM 1**

Closing date of Nomination : 11 January 2013, Friday, 17:30

I wish to nominate the following building for consideration for the HKIA Annual Awards & Exhibition 2012.

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)	<table border="1"> <tr> <td rowspan="4">HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong</td> <td>Residential Building</td> <td>High rise</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Low rise</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Commercial Building</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Community Building</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Industrial / Transport / Utility Building</td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	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"/>		Industrial / Transport / Utility Building		<input type="checkbox"/>
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			Low rise	<input type="checkbox"/>														
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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 of architect / partner in charge
 (English) (Chinese)

7. Contacts
 Tel. Fax.
 Email

8. Name of firm
 (English)
 (Chinese)

9. Name of project architect(s)
 (English)
 (Chinese)

10. Members of design team

11. Consultant(s)

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.

12. Building owner
 Name
 Contact person
 Tel. Fax.
 Address

14. 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	
16. <u>Nominee</u>	
Name	Email
Tel.	Fax
19. <u>Contact person for jury visits and enquiries of the nomination</u>	
Name	Email
Tel.	Fax
Part D	
Payment	
I enclose 2 cheques for nomination fee and participation fee.	
20. Cheque for nomination fee of	
(1) HKIA Medal of the Year of Hong Kong / Merit Award of Hong Kong (\$6,500)	<input type="checkbox"/>
(2) HKIA Medal of the Year Outside Hong Kong / Merit Award Outside Hong Kong (\$6,500)	<input type="checkbox"/>
(3) President's Prize (\$4,000)	<input type="checkbox"/>
(4) Special Architectural Award (\$4,000)	<input type="checkbox"/>
Cheque no.	Amount
21. Cheque for participation fee of \$4,000	
Cheque no. Amount	
Nominations not being entered into Stage 2 & 3 assessment will be refunded with the submitted participation fee of \$4,000. Please refer to the Nomination Brief item 3 on page 7 for further details.	
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

HKIA ANNUAL AWARDS & EXHIBITION 2012**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:)

