

The Hong Kong Institute of Architects  
**annual awards &  
exhibition 2010**

**nomination brief**

**deadline for nomination  
03 January 2011 (Monday)  
17:30**

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# INVITATION TO COMPETE

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Dear Members,

On behalf of the Institute, we welcome your participation in the HKIA Annual Awards 2010. HKIA Annual Awards is organized every year to give recognition to outstanding architecture designed by our members. The award has been established since 1965 and has been well recognized as the most important architectural award given in Hong Kong.

Hong Kong Architecture has stepped up internationally and has secured itself a major spot at the global market. We can find our fellow members' works all over the globe, namely in China, Macau, South East Asia, Dubai, Middle East and others.

Award categories include – HKIA Medal of the Year of Hong Kong/ HKIA Merit Award of Hong Kong, HKIA Medal of the Year Outside Hong Kong/ HKIA Merit Award Outside Hong Kong, President's Prize and Special Architectural Award. This year we have also introduced roving exhibitions.

We are pleased to have Mr Tod Williams, Founder and Partner of TOD WILLIAMS BILLIE TSIEN ARCHITECTS, as our Overseas juror, Mr Chiu Kwong Chiu, author of many books on *Beyond Chinese Wooden Architecture*, *Notes on the 'Along the Qing Ming River'*, as our Lay Juror this year, as well as other jury members including Past President Mr. Chung Wah Nan, *FHKIA*, and Professor Ho Puay-peng, *HKIA*, Director of the Chinese University of Hong Kong and winner of 2006 HKIA Young Architect award – Ms Helen Ho, *HKIA*.

We strongly encourage you to join this year's HKIA Annual Awards to express your interest & showcase the great work and masterpieces to the community.

Yours sincerely

Julia Lau

Chairman of Annual Awards 2010 Organizing Committee

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# 1

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## 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 2010. Selected entrants are invited to participate at the HKIA Annual Awards Exhibition 2010 that will be held in May 2011.

The purpose of the HKIA Annual Awards and Exhibition is 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 notice, attention or appreciation.

# 2

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## 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;
- (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 in 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;
- (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.

## 2.3 **President's Prize**

會長獎狀

Award given to member's 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 the site formation & substructure, **shall be less than HK\$20 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 Hong Kong and/or Outside Hong Kong of contribution to a particular architectural design issue such as:

- (i) Heritage;
- (ii) Sustainable Design;
- (iii) Architectural Research;
- (iv) Architectural Interior;
- (v) Accessibility;
- (vi) Urban Design;
- (vii) 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 the 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 / HKIA Merit Award of Hong Kong under different building types, e.g. Residential & Architectural Interiors
- 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

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## SCHEDULE & DEADLINE

29 October 2010 (Friday)	Invitation of Nominations for the HKIA Annual Awards 2010
<b>03 January 2011 (Monday) 17:30</b>	<b>Closing date for receipt of Nominations</b>
	The Jury / Assessment Process
19 & 21 January 2011 (Wednesday & Friday)	Stage I First Screening <sup>Note 1</sup> <ul style="list-style-type: none"><li>- 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.</li></ul>
	Stage II Second Screening <sup>Note 2</sup> <ul style="list-style-type: none"><li>- Selected nominations from Stage I will be short-listed by Jury Panel to enter into Stage III</li></ul>
22 January 2011 (Saturday)	Stage III Final Selection and Jury Recommendation <ul style="list-style-type: none"><li>- Site visits and interviews may be arranged for shortlisted projects in Hong Kong. Separate notice will be sent to those projects teams.</li><li>- Jury Panel to recommend the winning projects.</li></ul>
3 May 2011 (Tuesday)	Annual Awards winning list will be officially announced at Press Conference, Newspaper Supplement and Publication. Prize Presentation and Exhibition will be held at Rotunda, Exchange Square.

Note 1 Nominations not being entered into Stage II assessment will be refunded with the submitted participation fee of HK\$2,500. Their submissions will not be displayed in the Exhibition (to be held in May 2011) nor published in the relevant Monograph.

Note 2 Nominations not being entered into Stage III assessment will not be refunded with the submitted participation fee of HK\$2,500 as their submissions will be displayed in the Exhibition (to be held in May 2011) although they will not be published in the relevant Monograph.

# 3

**SCHEDULE and DEADLINE\***  
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.org.hk](http://www.hkia.org.hk) or in fax to members.



# 4

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## 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 and Special Architectural Award.
- 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.
- 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 31/12/2010 (i.e. OP Date within 01/01/2006 to 31/12/2010);
- 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 JV party is the major designer. Should the nomination be successful, the award shall be made to the major designer.

#### 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 the endorsement from Jury Panel.
- iv) The decision of the Jury Panel shall be final.

## 4.2 Nomination

- Any Member of the Institute is at liberty to nominate one or more buildings designed by any other member 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 detail.

## 4.3 Nomination Fee

- HKIA Medal of the Year of Hong Kong /
- HKIA Merit Award of Hong Kong  
HK\$ 6,000 for each nomination
- HKIA Medal of the Year Outside Hong Kong /
- HKIA Merit Award Outside Hong Kong  
HK\$ 6,000 for each nomination
- President's Prize  
HK\$ 3,500 for each nomination
- Special Architectural Award  
HK\$ 3,500 for each nomination

Notes:

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

#### 4.4 **Participation Fee in Public Exhibition and Publication**

- Each Nomination has to submit a Participation Fee for Public Exhibition and Publication at HK\$ 2,500 on top of the respective nomination fee mentioned in paragraph 4.3. Nominations not being entered into Stage II assessment will be refunded with the submitted participation fee of HK\$2,500. Their submissions will not be displayed in the Exhibition (to be held in May 2011) nor published in the relevant Monograph.
- Nominations not being entered into Stage III assessment will be refunded with the submitted participation fee of HK\$2,500. However their submissions will be displayed in the Exhibition (to be held in May 2011) although they will not be published in the 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 \$2,500 Participation Fee to support part of the running cost of the Exhibition (to be held in May 2011) and publication of the Annual Awards 2010 Monograph.
- For the winning projects, building models or study models, 3-D audio and visual illustrations may be invited by the Organizing Committee for exhibition. In the past, 3-D presentation materials and video display are considered to be more appreciated by the public. However, these extra displays will be subjected to additional charges.

#### **Submission**

- 4.5
- The nominations, together with necessary documents must reach the Registrar, The Hong Kong Institute of Architects on or before 17:30 on Monday, 03 January 2011.
  - Necessary Documents include :
    - i) **Checklist [Form 0]**
    - ii) **Nomination Form [Form 1]**
    - iii) **Fact Sheet [Form 2]**
    - iv) **Payment cheque**
    - v) **Copy of Occupation Permit**
      - For government project, Completion Certificates are acceptable.
      - For addition & alteration work, Acknowledgement of Completion is acceptable.
      - For project outside of Hong Kong, Completion Certificates or equivalent are acceptable.
    - vi) **5 Sets of Color Hardcopy of the Presentation Boards**
    - vii) **A CD-ROM containing:-**
      - (1) 4 Electronic image files showing the entry project **[Format: in .tiff or .jpg format and image resolution not less than 150 dpi, image file size not exceeding 20MB]**
      - (2) Soft copies **[in .doc]** of the completed Nomination Form [Form 1] & Fact Sheet [Form 2], except for the signatures

- (3) Digital copy of one composite image with horizontal dimension not bigger than 3,600 px
- (4) Cover thumbnail image with image size not bigger than 200x400px for online voting

viii) **Presentation Boards** (please refer to point 4.6 for details)

ix) In Stage III of the Jury Process, all short-listed nominations are 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 HKIA before the closing date and time of submission.
- No consideration would be given to late submissions.

#### **Presentation Board Format**

#### **4.6**

- 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:

- i) The maximum number of panels submitted for each nomination shall not be more than 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, logo or other identifying information may appear on any submission materials.
- vi) Boards should be numbered on the back in sequence from left to right.

- Arrangement during Exhibition

- i) Due to limited exhibition space, some of the submitted presentation boards of selected projects after Jury Process Stage I 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. (Please refer to Diagram A)
- ii) The Annual Awards Organizing Committee of HKIA reserves the right to select and arrange the panels for the exhibition.

■ Specification 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 specification:

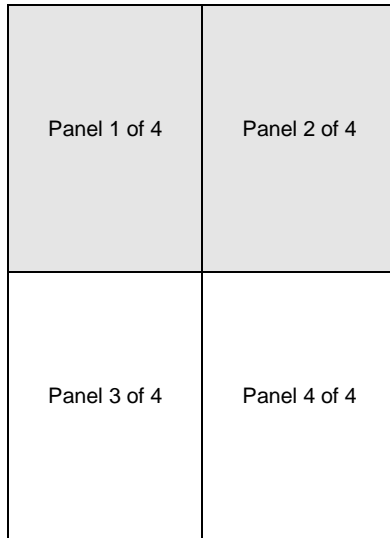
- i) Display panels shall be mounted vertically and the size to be confirmed.  
Media - To be printed on Kodak Duratran RA with 5mil lamination on emulsion side backed by 1mm PVC clear acrylic trimmed to specified material size.
- ii) Resolution - 300 dpi
- iii) Mounting - Corners of panels shall be 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 specification 6 weeks before the exhibition.

■ Contents

- i) No advertisement or commercial content should be appeared on the presentation boards.
- ii) The following information is recommended to be appeared on 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 the 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.

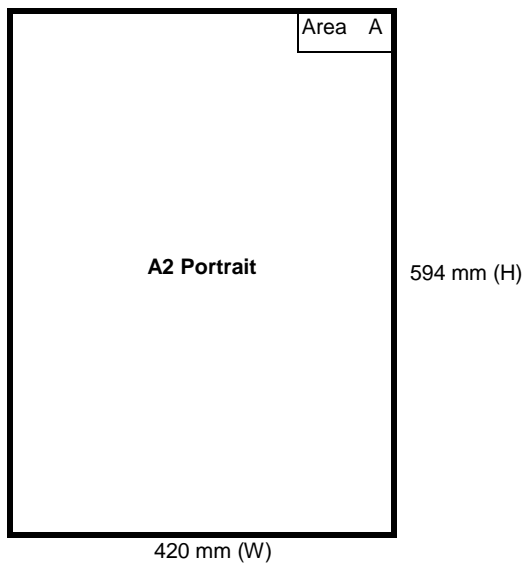
**Diagram A**

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



**Diagram B**

**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

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## 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 I, all selected projects in Jury Process Stage II & III will be invited for Exhibition and publication of the special issue of HKIA Annual Award.

### 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 material submitted herewith. The Institute reserves the right to reproduce, print, publish, edit the material submitted in either paper or electronic format or the like, for any use.

### 5.3 Return of Submission

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

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## JURY PANEL

The Jury consists of five members appointed by the HKIA:

Lay Juror 客席評判

**Mr. Chiu Kwong Chiu 趙廣超先生**

Director of Design & Cultural Studies (Hong Kong) Workshop  
設計及文化研究（香港）工作室總監

Overseas Juror 海外評判

**Tod Williams**

Founder and Partner of TOD WILLIAMS BILLIE TSIEN  
ARCHITECTS

TOD WILLIAMS BILLIE TSIEN ARCHITECTS 的創辦人及合夥人

HKIA Senior Member 香港建築師學會資深會員

**Mr. Chung Wah Nan 鍾華楠先生, FHKIA, RIBA Associate Member**

HKIA Past President 香港建築師學會前會長

Director of Chung Wah Nan Architects Limited

鍾華楠建築設計事務所董事

Hon. Overseas Council Member of Architectural Society of the  
People's Republic of China 中國建築師學會榮譽海外理事

HKIA Member 香港建築師學會會員

**Professor Ho Puay Peng 何培斌教授, RIBA, HKIA, (Hon)HKIUD,  
(Hon) HKICON**

Director of School of Architecture,

The Chinese University of Hong Kong 香港中文大學建築系教授

Representative from Young Architects 青年建築師代表

**Ms. Helen Ho 何嘉恩小姐, HKIA**

Young Architects Award Recipient 2006

二零零六年青年建築師獎得主

# 7

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## NOMINATION F O R M

# 8

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## ENQUIRY & CONTACTS

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

Nomination Form (in WORD format) & other details can be  
downloaded from <http://www.hkia.net>

Hong Kong Institute of Architects Secretariat - Ms Alison Ng

[Tel] 2511 6323

[Fax] 2519 6011 / 2519 3364

[Email] [hkiasec@hkia.org.hk](mailto:hkiasec@hkia.org.hk)



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**FACT SHEET****FORM 2****HKIA ANNUAL AWARDS & EXHIBITION 2010**

Nominee is requested to fill in the following fact sheet for the reference by JURY PANEL.

- \* Completed Form 2 should be submitted along with Form 1.
- \*\* The Institute reserves the right to edit and select the material submitted.

<b>Part 1</b>		
<b>COMPANY DATA</b>	<b>ENGLISH</b>	<b>CHINESE</b>
Name		
Address		
Tel		
Fax		

<b>Part 2</b>		
<b>PROJECT DATA</b>	<b>ENGLISH</b>	<b>CHINESE</b>
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		
Main Contractor		

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Part 3
<b>PROJECT DESCRIPTION</b>
English, in 100-150 words
Chinese, in 100-150 words

Part 4	IMAGE CAPTIONS	ENGLISH	CHINESE
<b>Image 1</b>			
File name :			
<b>Image 2</b>			
File name :			
<b>Image 3</b>			
File name :			
<b>Image 4</b>			
File name :			

Part 5
<b>DECLARATION</b>
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.
<b>NOMINEE</b>
Name in block letter
HKIA Membership No.
Signature
Date

**NOMINATION FORM****FORM 1****HKIA ANNUAL AWARDS & EXHIBITION 2010****Closing date of Nomination : 03 January 2011 (Monday) 17:30**

I wish to nominate the following building for consideration for the HKIA Annual Awards &amp; Exhibition 2010.

<b>Part A</b>			
<b>DETAILS OF BUILDING</b>			
1.	Name of Building	(English)	
		(Chinese)	
2.	Full postal address of building		
3.	Contract value of building		
4.	Date of completion of building #		
5.	Building Type / Award Category		** (Please tick category submitted)
	i)	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong	Residential <input type="checkbox"/>
	ii)	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong	Commercial <input type="checkbox"/>
	iii)	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong	Community Building <input type="checkbox"/>
	iv)	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong	Industrial / Transport / Utility Building <input type="checkbox"/>
	v)	HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong	Residential <input type="checkbox"/>
	vi)	HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong	Commercial <input type="checkbox"/>
	vii)	HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong	Community Building <input type="checkbox"/>
	viii)	HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong	Industrial / Transport / Utility Building <input type="checkbox"/>
	ix)	President's Prize	<input type="checkbox"/>
	x)	Special Architectural Award	Heritage <input type="checkbox"/>
	xi)	Special Architectural Award	Sustainable Design <input type="checkbox"/>
	xii)	Special Architectural Award	Architectural Research <input type="checkbox"/>
	xiii)	Special Architectural Award	Architectural Interior <input type="checkbox"/>
	xiv)	Special Architectural Award	Accessibility <input type="checkbox"/>
	xv)	Special Architectural Award	Urban Design <input type="checkbox"/>
	xvi)	Special Architectural Award	Alteration & Addition Works <input type="checkbox"/>

\*\* Please note every tick represents a nomination for one category attributing a separate submission and nomination fee.

# All nominated buildings or projects should be completed within the last 5 years up to 31/12/2010 (i.e. OP Date within 1/1/2006 to 31/12/2010).

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<b>Part B1</b>	
<b>DETAILS OF ARCHITECT/PARTNER</b>	
Name, address & telephone number of Architect/partner in charge whose permission for nomination under HKIA Conditions I have obtained	
6. Name of Architect/partner in charge	Tel.
E-mail.	Fax.
7. Name of Firm (English)	
(Chinese)	
Address	
8. Project Architect(s)	
9. Design Team	
10. Consultant(s)	

<b>Part B2</b>	
<b>DETAILS OF BUILDING OWNER &amp; BUILDING CONTRACTOR</b>	
Contacts of building Owner whose permission for nomination under HKIA Conditions I have obtained.	
11. Name of Firm	Tel.
Contact Person	Fax.
Address	
Contacts of Main Building contractor.	
12. Name of Firm	Tel.
Contact Person	Fax.
Address	
Please advise name, address and telephone number of Building Contractor(s), Sub-Contractor(s) and Supplier(s) on a separate sheet.	

<b>Part C</b>	
<b>CONTACT INFORMATION OF NOMINEE</b>	
Name & telephone number of contact for jury visits and any other enquiries about the nomination:	
13. Name	Tel.
E-mail	Fax.
In the event of an award it should be made to:	
14. Name	Tel.
	Fax.

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<b>Part D</b>	
<b>FEE PAYMENT (Nomination Fee + Participation Fee \$2,500 for Exhibition /Publication<sup>#</sup>)</b>	
15. I enclose a payment cheque no. _____ of HK\$ _____	
Addressed to "The Hong Kong Institute of Architects" being Nomination Fee for:	
* Please tick	
<input type="checkbox"/>	HKIA Medal of the Year of Hong Kong / HKIA Merit Award of Hong Kong _____ x \$6,000 +\$2,500
<input type="checkbox"/>	HKIA Medal of the Year Outside Hong Kong / HKIA Merit Award Outside Hong Kong _____ x \$6,000 +\$2,500
<input type="checkbox"/>	President' Prize _____ x \$3,500 +\$2,500
<input type="checkbox"/>	Special Architectural Award _____ x \$3,500 +\$2,500

<sup>#</sup> Nominations not being entered into Stage II and III will be refunded with the submitted Participation Fee of \$2,500. Please refer to Nomination Brief Item 3 on page 7 for further details

<b>Part E</b>	
<b>DECLARATION</b>	
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 and submitted herewith.	
<b>NOMINATOR</b>	
Name in block letter	Tel.
HKIA Membership No.	Fax.
Address	
Signature	Date
<b>NOMINEE</b>	
The content of this nomination have been seen and agreed by the Nominee:	
Name in block letter	HKIA Membership No.
Signature	Date

**CHECK LIST****FORM 0****HKIA ANNUAL AWARDS & EXHIBITION 2010**

Name of Project \_\_\_\_\_

Name of Firm \_\_\_\_\_

- i) Presentation Panels (maximum 4 A2 foam board panels.)
- ii) Nomination Form [Form 1]
- iii) Fact Sheet [Form 2]
- iv) Payment Cheque (payable to "The Hong Kong Institute of Architects")
- v) Copy of Occupation Permit

\*\*

- **Important Note:** All nominated buildings or projects should be completed within the last 5 years up to 31/12/2010 (i.e. OP Date within 01/01/2006 to 31/12/2010). 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.

- vi) 5 Sheets of Color Hardcopy of the Presentation Boards
- vii) A CD-ROM

- containing (1) 4 Electronic image files showing the entry project [Format: in .tif or .jpg format and image resolution not less than 150 dpi, image file size not exceeding 20MB].
- (2) Soft copies [in .doc] of the completed Nomination Form [Form 1] & Fact Sheet [Form 2], except the signatures
- (3) Digital copy of one composite image with horizontal dimension not bigger than 3,600 px
- (4) Cover thumbnail image with image size not bigger than 200x400px for online voting

**For Internal Use**

Date \_\_\_\_\_

Time \_\_\_\_\_

Note  LATE SUBMISSION  MISSING INFO \_\_\_\_\_ NON HKIA MEMBER  OTHERS \_\_\_\_\_