

**ACEC** New York



## **FINAL ENTRY INSTRUCTIONS**

All entry information will be submitted electronically via one of two options:

USB Drive mailed to ACEC New York

OR

Uploaded via WeTransfer.com

Complete the Final Entry Checklist Form (in a separate file) and include with your submission

**Final Entry Fee of \$400 for Members** (Submit one check for multiple entries) – Payable to ACEC New York, 6 Airline Drive, Albany, NY 12205. ACH payment also accepted. Please note: credit cards are not accepted.

**All materials are due to ACEC New York by 5:00 PM Wednesday, September 23, 2020.** Late entries will be accepted until Wednesday, September 30, 2020. These entries will be subject to a \$100 late processing fee.



# ITEMS REQUIRED FOR USB Drive OR WEBSITE UPLOAD

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**Note:** File folders should be zipped and labeled with Firm Name and Project Name.

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1. **Final entry form/checklist**
2. **Client endorsement/release letter** (scanned copy of original letter)
3. **Two files of the 30"X 30" panel** (see File Setup Specs)
  - **IMAGE FILE** (for print): High-resolution (at least 150 dpi; 300 dpi recommended), Bottom right corner (firm name, project name, etc.) unobscured
  - **PDF** (for office use/reference): Standard/low resolution, Bottom right corner unobscured
4. **Digital Images (5)** (professional photography recommended)
  - Format: JPEG
  - Size: large (recommended: approx. 2700 x 1800 px)
5. **Word document of digital image captions**, referencing file name of each photo
6. A **PowerPoint presentation** (standard aspect ratio, NOT widescreen) containing 7 slides, including a title slide with the name of the project and the entry category, followed by 5 slides that include photos 1 through 5 (same photos as requested above). The last slide should contain the photographic panel. This presentation will be used by the moderators as part of their presentation to the judges. **No reference to the firm name should be made within the presentation, including logo or slide template.** Do not include sound, transition effects, animation, preset timing, or slide show sequencing. **To reduce file size, insert photos rather than copy and paste.**
7. **Word documents** of the Project Description and the Executive Summary

**If you upload your files (full instructions on uploading to follow):**

- Items 1-7 should be in one zipped file folder, and the panel files (details follow) should be in a second zipped folder.
- Please label the folders accordingly (see page 12 for details).

**If you mail USB Drive:** Submit two folders on a USB drive: one for the project files (1-7 above) and one for the panel files (details follow). Please label each folder accordingly, including which folder includes the panel and which the project. USB drive will not be returned unless postage provided.

**NOTE:** The file folders should contain the firm name (see page 12 for details). **No individual file names should contain the firm name.** This is to protect anonymity during judging and guarantee a fair process for all entrants. File names can reference the project, but please keep file names less than 10 characters.



# ENDORSEMENT/RELEASE LETTER

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**Note: THIS ITEM TAKES TIME TO SECURE. FIRMS ARE ADVISED THAT THEY SHOULD CONTACT THEIR CLIENT IMMEDIATELY TO SECURE AN APPROVAL AND OBTAIN A LETTER. PROJECTS WILL NOT BE SENT TO JUDGING WITHOUT THE CLIENT ENDORSEMENT/RELEASE LETTER.**

Client release letter (on client letterhead) should be addressed to ACEC New York.

***\*A sample is below.***

***\*\*The letter must be submitted on the client's letterhead.***

Date

Jay Simson, President & Chief Executive Officer  
ACEC New York  
6 Airline Drive  
Albany, NY 12205

Dear Mr. Simson:

I (client) give (firm name) permission to enter (project name) into the 2021 Engineering Excellence Awards Competition.

Sincerely,

(client representative)  
(title)



# PROJECT DESCRIPTION

(1500 Words Maximum)

Tell the story of the project. Address items 1, 2, and 3 as listed below. Firm name, project title, entry category, and page number must appear at the top of each page. Entrants may use text, graphics, or charts as needed.

Description must include the following:

1. Role of entrant's firm in project
2. Role of other consultants participating in the project
3. Brief description of the entrant's contribution to the project addressing each of the following Rating Guidelines:
  - Original or innovative application of new or existing techniques
  - Future value to the engineering profession and perception by the public
  - Social, economic and sustainable development considerations
  - Complexity
  - Exceeding client/owner needs
  - Include total project cost budget, total project actual cost, entrant's portion of the budgeted cost, entrant's portion of the actual cost, scheduled and actual date of completion information (as indicated on preliminary form).

*Note: The requested cost information refers to the project cost, not firm fees. It will be used in evaluation to determine whether the project was on budget, under budget or over budget.*



# EXECUTIVE SUMMARY

(500 Words Maximum, Not Including Headers)

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The Executive Summary should be in **outline** form, with headers corresponding to the criteria which the summary should address (see the following page for a template).

The Executive Summary is used by the Moderator to explain the project to the Judges. The Moderator also receives the lengthier project description and all of the project images.

Judges are sent the Executive Summary prior to the judging so they can become familiar with the projects they will be judging. This acts as a shorter version of the project description.

**No reference to the firm name should be included in the Executive Summary, including letterhead.**

During the Moderator's presentation, the photos and the photographic panel is projected on a screen. Entrants are advised to develop the summary as a narrative for the final PowerPoint presentation to best coordinate the description with the visuals as seen by the judges. **No reference to the firm name should be visible in the presentation, including photos and design.**

Describe in layman's terms why this project is worthy of special recognition. Explain all factors that comprise the project's uniqueness such as innovative engineering, challenges faced and overall social impact.

For a complete, detailed breakdown of how each project is judged, view the Program Guidelines, which are available for download on our website.

***See following page for Executive Summary format.***



# EXECUTIVE SUMMARY: FORMAT

(500 Words Maximum, Not Including Headers)

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*The Executive Summary should follow the format below, divided into headers with short descriptions on how the project addresses the judging criteria:*

## INTRO

This section is where you will explain the overall premise of your project, including the role of your firm, the role of other consultants, and whether the project was above/on/below budget and ahead of/on/behind schedule.

## ORIGINAL OR INNOVATIVE APPLICATION OF NEW OR EXISTING TECHNIQUES

In this section, describe the innovative aspects of the project.

## FUTURE VALUE TO THE ENGINEERING PROFESSION AND PERCEPTION BY THE PUBLIC

In this section, describe how this project impacts the industry and provides positive public relations for engineering.

## SOCIAL, ECONOMIC AND SUSTAINABLE DEVELOPMENT CONSIDERATIONS

In this section, describe how the project addresses sustainability, as well as how it provides a positive social and economic impact.

## COMPLEXITY

In this section, describe how your project uses ingenuity and “out of the box” solutions.

## EXCEEDING CLIENT/OWNER NEEDS

In this section, describe how the project not only meets but exceeds client/owner needs.



## 5 DIGITAL PROJECT IMAGES

*(Images can be different from panel images)*

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A word document needs to be included with captions for each of the five (5) images included with your project. The captions and images should be labeled accordingly. **Do not include firm name in or on the images, in the captions, or in their file names.** Images should be formatted using the guidelines below.

### Photographic Guidelines

*Photos will be used in the video, program and EEA Gala presentation. Therefore it is important to submit high-quality, high-resolution materials.*

- Digital Images (5) – Professional Photography Recommended
  - Format: JPEG
  - Size: Large (Recommended: minimum of approx. 2700 x 1800 px)



# POWERPOINT PRESENTATION (Standard Slide Size)

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A PowerPoint presentation must be provided with your final entry. This presentation will be used by the Moderator during judging to showcase the project.

- **Standard slide size** (*not* widescreen)
- No sound, transition effects, animation, preset timing or slide show sequencing
- 7 slides in total:
  - Title slide with the name of the project and the entry category
  - 5 slides that include photos 1 through 5 (to reduce file size, all images should be inserted rather than copied and pasted)
  - Final slide should contain the photographic panel **with the identifying bottom corner obscured.**
- **No reference to the firm name made within the presentation**, including logo, name in photos (e.g. on safety vests or hard hats in photo subjects) or slide template.
- **Please do not include any captions/headers on the slides.**





## PANEL FILES

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### ACEC New York Panel Requirements are:

- Print-ready image file in a separate file folder (final panel printed will be 30"x 30). **Final file should be saved according to specifications for resolution and format (see included instructions)**
- PDF of panel (for office use).
- Maximum of six (6) photos and or graphics should be used in the panel. Each image should be a minimum of 7" x 5" or 35 square inches. A background photo/graphic is not considered a photograph.
- **Panel may not exceed 250 words total, not including captions.**

Minimum **32 point type size** for text and descriptions.

Minimum of **28 point type** size for captions and graphics.

- **NO reference to the firm's name or LOGO may be made within text or images of panel, as all entries are judged anonymously.**
- Title Block to be located on the lower right hand corner of panel; block should be 4" in height and 6" in width, and it should list:
  - Title and location of the project
  - Client's name and location
  - Entrant's name and location (will be obscured during the judging process).

### A specification sheet for file setup of the Entry Panel follows.

It is recommended that the panel be developed alongside the written material so that the Moderator can best represent the project to the Judges.



# PRINT-READY IMAGE FILE – FILE SETUP SPECS

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## *File Specs*

- Document(s) proportions must match the desired file size.
- When sending files, be sure to include all support files.
- Support files **MUST NOT** be embedded. All files must be saved in the editable form and linked.
- Raster images must be Photoshop-compatible.
- Raster images should be CMYK tiff at 150 dpi final print size (Do Not submit PNG's, GIF's, PICT's, etc.).
- Include both printer and screen fonts (True type and Multiple Master fonts must be converted to paths or they will not print correctly).
- Artwork must have ¼" bleed minimum.
- Illustrator or InDesign files using transparencies may experience printing difficulties and undesired results.

## *Native File Setup*

### **Print-ready PDF Files:**

- Please convert all fonts to outline and include ¼" bleed on all sides along with crop marks.

### **Adobe InDesign, Illustrator**

- Include fonts that are used or convert all text to outlines.
- Include linked components.
- Raster (bitmap) images used should be at approx. 150 d.p.i at full size, CMYK.
- Colors should be in Pantone colors.

### **Adobe Photoshop and Other Raster Images Formats (PSD, TIF, JPEG, BMP, PICT, ESP...)**

- Include fonts that are used or convert all text to outlines.
- Include linked components.
- If using text layers, leave text as text for better resolution output.



# SUPPLEMENTARY REPORT

(CATEGORY A ONLY)

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Include a supplementary report containing the findings of your Category A project, portrayed with text, graphs, or photos, as needed.

***If you are submitting your project via flash drive:*** Include a separate folder with your Supplementary Report.

***If you are submitting your project via WeTransfer.com:*** Include a separate zipped file folder with your Supplementary Report.

Following naming guidelines for each, indicating "Supplementary Report" rather than "Project."



# UPLOADING YOUR PROJECT TO WETRANSFER.COM

WeTransfer.com is a site that allows large files to be transmitted directly to a recipient via email.

## Preparing to upload your project:

- All required project files must be submitted in two separate folders. Folder 1 should include your full project (see Items Required list, items 1-7). Folder 2 should include the panel files (see the Panel Files instructions for details).
- These two folders should be named as follows (please **abbreviate** where possible – file name should not exceed 30 characters):
  - **Folder 1: Firm Name\_Project Name\_Project**
  - **Folder 2: Firm Name\_Project Name\_Panel**(Example: ABCEng\_MuniBridge\_Project | ABC Eng\_Muni Bridge\_Panel)
- Each of these folders must then be “zipped,” creating a single, condensed file for each folder.
  - Right click on the folder, and in the menu, hover over “Send To.”
  - Select “Compressed (zipped) folder.”
  - Save the folder under the same name as above.

## How to upload your project via WeTransfer.com (basic, not Plus):

1. Navigate to WeTransfer.com.
2. Click “Add Your Files,” and select one of your zipped folders.

***Please note: large files can take a number of minutes to upload. This speed is restricted by your internet service provider. We recommend attempting to send electronic files a few days before the deadline to allow for technical difficulties. If you have any reservations about your internet speed, we recommend mailing a flash drive.***

3. If you still have space available within the 2GB limit,\* repeat the process for your second zipped folder.
4. In the “Email to” field, type [jennifer@acecnyc.org](mailto:jennifer@acecnyc.org), then hit “Enter” and type [erica@acecnyc.org](mailto:erica@acecnyc.org).
5. Type your email in the “Your email” field.
6. In the message field, please include the following: “Firm Name, Project Name, Date.”
7. Click “Transfer”
8. You will receive a confirmation when your files are downloaded. If you do not receive this notification within three (3) days, please contact our office to guarantee delivery.

**\* If you have exceeded your allotted 2GB, repeat the entire process, uploading and sending the second file separately.**