



# FREQUENTLY ASKED QUESTIONS: ENGINEERING EXCELLENCE SUBMISSIONS

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## **When are final projects due?**

*Final projects are due on **September 19, 2018**. All materials must be completed and received by our office on or before this date. Late entries will be accepted until September 26 with a \$100 late processing fee.*

## **What does the EEA Preliminary Entry Process entail?**

*An online form is available on our website. Member firms complete this form online, which is then submitted to our office. The preliminary entry fee is \$375. Once the preliminary entry is approved, firms will be contacted with instructions on online submission for projects.*

## **How are the final submissions handled?**

*All submissions will be accepted electronically only. Firms will receive an email with complete instructions on uploading projects through a file-transfer website ([WeTransfer.com](http://WeTransfer.com)) or via CD-ROM.*

## **How do I upload my files to WeTransfer.com?**

*Step-by-step instructions on uploading files to the file-transfer website, including instructions on correct format of files, are sent to all entrants. If you are using a slower internet connection speed, it is recommended that you send your files to ACEC New York on CD-ROM to avoid long upload times.*

## **What are the fees?**

*Preliminary entry fees per project are \$375 for member firms (\$1,250 for non-member firms) and an additional \$400 (\$600 for non-member firms) for the final submission. If you have multiple entries, please send one check.*

## **What should I know about the Endorsement Release Letter?**

*An electronic copy of the Endorsement Release Letter must be provided on client letterhead. This letter takes time to obtain, so it is recommended to request it as soon as possible. If ACEC New York does not have the release letter by the due date, the project will not be advanced to judging.*

## **Who sees the Project Description and the Executive Summary and what are they used for?**

*These items are both seen by the moderators and tell the story of your project. The moderators will receive these documents in advance of the judging, and they will prepare their remarks based on them. Judges see the executive summary prior to the official judging. Entrants are advised that the strongest submissions feature the written and visual materials working together to describe and define the project.*

## **Who are the moderators?**

*Moderators are professional engineers who volunteer to present your project to the panel of judges. The moderator is not associated with the project in any way. The moderator usually has experience in the type of engineering category in which the project is entered. In advance of the judging, the moderators receive a copy of the written and visual materials. Many times, moderators are ACEC New York Board Members, EEA Committee members and past chairs.*

### **What are the 5 different photos used for?**

*The photos are used for many purposes: (see photo specification instructions for format and file requirements)*

- *During the judging process, the PowerPoint presentation prepared by your firm, featuring these photos, is presented to the judges for evaluation. These photos will coincide with your executive summary to best present your project.*
- *Photos taken from the Silver, Platinum and Gold winners' presentations are used in the video that is played during the awards dinner.*
- *Photos may be used in the Engineering Excellence Awards Gala program that is distributed the night of the event, as well as for promotional pieces related to EEA or ACEC New York, including the website.*

### **Who are the Judges?**

*Judges are distinguished individuals that include military, government officials, presidents of related organizations, members of the engineering press and educators. Judges' names are kept confidential until the award letters are released.*

### **What is the best way to prepare a good entry panel?**

*The panel text and photos should demonstrate the challenges and solutions, as well as uniqueness, of key project elements. The panel should be prepared with high quality photos and graphics with minimum text (250 words max). A minimum of six photos/images should be used. A background photo is not considered one of the six photos. Text should be a minimum of 32pt. type for text or descriptions and 28pt. type for captions and graphics. Avoid small font and too much type. Make sure your visuals are clear. The best panels are panels that correspond with the written material to tell the story of your project.*

### **When is the Judging?**

*Judging is scheduled for October 23, 2018 at the Midtown Hilton in New York City.*

### **How are we notified of our awards? When can we issue press releases?**

*After judging is concluded and scores are tallied, firms will be notified by email of their award level in November. There are four award levels: diamond, platinum, gold and silver. Firms can issue press releases immediately upon notification – **please refer to the program as the ACEC New York Engineering Excellence Awards, as ACEC has their own awards program that is separate from ours.***

### **How is the panel used?**

*An image of the panel is included in the PowerPoint presentation during the judging, which is included in the moderator's presentations. The night of the gala, printed panels are on display during the reception and used in the photo hall after the awards presentation.*

### **How many Award Plaques will I receive?**

*Diamond award winners receive two glass awards. Platinum, Gold and Silver award winners receive two 9x12 plaques. One plaque/award is intended for the firm and the other to be presented to your client. Awards are distributed to gala attendees. Additional plaques/awards can be ordered after the gala.*

### **When is the Awards Gala?**

*The Awards Gala is Saturday, April 13, 2019 at the Hilton Midtown in New York City.*

If you have any further questions, please contact [gina@acecnyc.org](mailto:gina@acecnyc.org) or call (518) 452-8611.