

Please review the Submission Changes for the 2024 Call for Entry Brochure for all National requirements

For Both ACEC of Idaho and National Entry:

- Does the project ready for use date or disclosure date fall within the range of November 1, 2021 and October 31, 2023?
- Do I have the signature of the Firm's Principal?
- Do I have the signature of the Client/Owner?
- Are the costs shown on the entry form construction costs and **not** engineering fees?
- Have I uploaded a 1-page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page single-spaced?
- Is the Project Description limited to 6 pages and single-spaced, is budget information and summary included?
- Have I uploaded all documents in PDF format? IF ENTERING IN NATIONAL: YOU MUST HAVE KEY PARTICIPANTS AND A MEDIA LIST IN AN EXCEL FILE. **ACEC of Idaho DOES NOT require a media list BUT DOES require a list of key participants.**
- Have I uploaded the 6 photographs? Do they have captions? (No text on photographs)
- Did I upload three photographs of the completed project?
- Did I upload three photographs of the planning, start up, and/or construction phase of the project?
- Have I uploaded the photographic panel in PDF form that can be enlarged to 24"x24" by ACEC of Idaho staff?**
- If this is a Category A submission, have I uploaded supplemental report documentation?

Additional Checks for Projects to be entered in National EEA Competition:

- Have I uploaded an eight (8) slide PowerPoint Presentation contains:
- One (1) title slide with EEA logo, firm name, project name, project location, city and state, followed by:
- Six (6) slides which include photos 1 through 6 (same photos as Item #6;
- Refer to Call for Entries on page 6), and captions for each photo.
- Do not include caption/text on the photo.
- Plus one (1) slide that contains the photographic display panel.

Accepted file format is PowerPoint (PPT or PPTX) only. This presentation will be used by the judges as part of their evaluation. Do not include sound, transition effects, animations, present timing, or slide show sequencing. A sample PowerPoint presentation is downloadable from the ACEC website.

- Have I submitted the 30"x 30" photographic panel? (Refer to panel located in the EEA Award section of the ACEC website for an example of general panel requirements but not panel layout. Layout panel to be determined by entering firm.

The EEA Online submission system **will not** accept credit card payment until all items on the checklist have been submitted.

Please be sure the contact listed on the Official Entry Form will be available on Wednesday, January 17, 2024. (Calls will only be made if there are clarifications or additional information required for your submittal.

Please contact Liz Conner at 208.321.1502 for all questions or assistance. Or email: ed@acecofidaho.org