

OFFICIAL ENTRY REQUIREMENTS

Each entry should have the following required submission elements uploaded to the 2021 ACEC Georgia Engineering Excellence Awards online portal - <https://eea.acec.org/georgia> - by 5 p.m. on Monday, November 9 2020.

ALL ENTRY MATERIALS MUST BE SUBMITTED VIA THE ONLINE PORTAL AT [HTTPS://EEA.ACEC.ORG/GEORGIA](https://eea.acec.org/georgia) (NO USB/NOTEBOOK IS REQUIRED)

OFFICIAL ENTRY APPLICATION

Visit <https://eea.acec.org/georgia> to edit the official entry application. Once complete, you must download the form, obtain the required signatures and upload it to the online portal.

OTHER REQUIRED UPLOADS (USE THE GREEN UPLOAD BUTTON ON THE MAIN ONLINE PORTAL PAGE)

LETTER FROM CLIENT/OWNER

One-page letter, addressed to ACEC Georgia and signed by the client/owner, describing the relationship with the entrant in the development of the project and how the firm met or exceeded expectations.

PROJECT DESCRIPTION

Tell the story of the project (five-pages maximum; double-spaced). Emphasize the entrant's contribution to the project, addressing each of the following:

- Overview of project, including the problem and solution
- Role of entrant's firm in the project
- Role of other consultants participating in the project
- Brief description of entrant's contribution to the project, including:
 - a. Unique or innovative application of new or existing techniques
 - b. Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering
 - c. Social, economic and sustainable design considerations
 - d. Complexity
 - e. How the project met or exceeded owner/client's needs
- Summary in layman's terms describing why this project is worthy of special recognition, including factors that comprise the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact.

This project description portion should include total project budgeted cost, total project actual cost, entrant's portion of the budgeted cost, entrant's portion of the actual cost, scheduled and actual dates of completion.

KEY PARTICIPANTS

List the key participants on the project including firm name, address, phone number, website and email address of each participant. Include contractors, subcontractors, other engineers, architects and designers significantly involved in the project.

PROJECT PHOTOGRAPHS OR GRAPHICS

Six different photos or graphics with captions describing the subject matter. Three of the photographs must be of the completed project and provide the highest level of visual impact for publicity. Three of the photographs should display the planning, startup and/or construction phases of the project. Each photo should be high-resolution, 300 dpi. *Because the images will be used in various marketing materials to promote the Award winners, it is critical to submit, sharp, high quality, high resolution images.*

PROJECT SUMMARY

Project description in 100 words or less to be used to promote project winners on ACEC Georgia social media platforms.

Please note: Description may be edited at ACEC Georgia's discretion.

CRYSTAL AWARD INFORMATION

Project name (limited to 45 characters), firm name(s) and project location (City, State) each on a separate line. This information will be used for the engraving of the crystal award. Only one award will be provided; additional awards may be purchased at the firm's expense by emailing awards@acecga.org.

FIRM'S LOGO

Logo for the nominating firm. EPS file type is preferred; JPG file is acceptable if at least 8" wide and 300 dpi.

ENTRY FEE

The entry fee is \$300 per entry for ACEC Georgia members; \$700 for non-members. Checks must be payable to ACEC Georgia (mailed to 233 Peachtree Street, Suite 700, Atlanta, GA 30303 - Attn: Engineering Excellence Awards) and received by Monday, November 9, 2020. To pay the entry fee via credit card, go to <https://www.acecga.org/EEApayonline>.