



Memorandum

Date: March 17, 2009

To: Nominators for the Architecture Firm Award

From: Robin Lee, Hon. AIA
Senior Director, Honors & Awards

Subject: Architecture Firm Award Nomination

Thank you for your request for information on the 2010 Architecture Firm Award. The award is given to a firm that has consistently produced distinguished architecture for at least 10 years. Those firms practicing under the leadership of either a single principal or several principals are eligible, including firms that have been reorganized and/or whose names have been changed, as long as the new firm has been in operation for at least 10 years. While serving on the national Board of Directors, Board members and their firms are ineligible to be nominated for this award.

New this year is the requirement that all nominations be provided on a disk, not in a binder. The nomination shall include all supporting documentation as a single PDF file, smaller than 6MB, and submitted on a disk. Submissions will be reviewed online only; therefore digital images shall be low resolution.

Nominations that are made by an AIA component, Knowledge Community, or a member of the Institute's Board of Directors will be accepted for review by the Gold Medal/Firm Award Advisory Jury. The jury will also accept nominations by petition if a nominee receives signatures from either 5 Fellows or any 10 AIA members in good standing. Petition signers may not be a principal and/or employee of the nominee or the nominee's firm.

All nominations should demonstrate how the firm's achievements address the eligibility criteria as outlined below.

Criteria

Candidates will be evaluated on how well they meet the program criteria as established by the Board, which may include:

- The firm shall have evidenced great depth, having a cumulative effect on the profession of architecture.
- The firm shall have evidenced great breadth, having influenced the direction/profession of architecture.
- The firm's work shall be a product of a collaborative environment that has consistently directed itself toward the future as well as remained respectful of the past.
- The firm shall have evidenced the ability to transcend specific areas of expertise or shall have made connections between areas, in the event that the firm's areas of focus might be considered circumscribed.
- The firm shall be widely known by the quality of its products: by those who practice architecture, by those who teach architecture, and by those who perhaps do neither.

Additional Considerations

Throughout the submission, where applicable and to the extent possible, you are encouraged to highlight any aspects of the nominee's work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to the Institute, its members, and the architecture profession, including but not limited to the Policy and Position Statements of the AIA. These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the nominee has had the opportunity to address them, or as these topics may enhance the nominee's presentation.

Please complete the forms and fulfill the requirements as outlined on the Summary Sheet. The nomination sheet, petition (if applicable), intern declaration, release form and firm photograph shall all be included on the disk in a separate file from the 6 MB .PDF submission.

Nomination disks must be **received no later than July 10, 2009**. This date is firm and no exceptions will be made.

Mail complete submission disk to:

Honors and Awards Department

2010 Architecture Firm Award
The American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006-5292

Should the nominee be selected as a finalist by the Gold Medal/Firm Award Advisory Jury, a presentation on the firm's behalf will be made to the Institute's Board of Directors at its December meeting. The presentation must be made by an individual AIA member in good standing (not a principal or employee of the nominee's firm). Additional submission materials will be required which may include, but are not limited to, up to 40 digital images/slides suitable for a PowerPoint presentation. We also encourage you, as part of the final presentation, to highlight any aspects of the nominee's work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to the Institute, its members, and the architecture profession. These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the nominee has had the opportunity to address them.

Also, please note that if the nominee is selected as the Firm Award recipient, the firm will be expected to the following:

- The 2010 Accent on Architecture Gala, **February 5, 2010**, at the National Building Museum in Washington, DC.
- A Gold Medal Seminar, **February 6, 2010** at the National Building Museum in Washington, DC.
- The 2010 AIA National Convention and Design Expo, June 10-12, 2010 in Miami.

It is important that you explain these expectations to your nominee so they may tentatively reserve these dates on their calendar now in the event they are selected.

Please contact honorsaward@aia.org if you have any questions about the Firm Award nomination and selection process.

Thank you.

RL:mr
Attachments