



Memorandum

To: Sponsors/Nominees
From: Robin Lee, Hon. AIA
Senior Director, Honors & Awards
Subject: 2010 Honorary Fellowship Submittal Materials
Date: May 29, 2010

Please carefully review the Principles Underlying the Advancement to Honorary Fellowship (Principles) found in the Submission Forms on the web site at <http://www.aia.org/practicing/awards/AIAS075336>.

All submissions must be provided on a disk not in a binder.

Before nominating your candidate, please ensure that they are aware of the following activities they will be expected to participate in during convention should they be elected to Honorary Fellowship. You should instruct them to reserve June 10 – June 12, 2010, on their calendar now for the AIA National Convention and Design Exposition to be held in Miami, Florida. If they are elected to Honorary Fellowship, they will receive complimentary registration to the convention, complimentary hotel for three nights, two complimentary tickets to the Convocation Dinner, and access to the VIP room at the convention center. The main events that new Honorary Fellows are expected to attend or participate in during convention are the Investiture Ceremony, Honorary Fellows Seminar, Honorary Fellows Reception, and Convocation Dinner. There are, of course, many other activities that they may wish to participate in if their schedule permits.

Honorary fellowship submissions are limited to nomination in one of the five categories corresponding to the five Objects of the Institute found in the Principles. Sponsors should be certain that each nominee has shown distinction in fulfilling an Object of the Institute (nomination category) through notable and outstanding achievements.

Because the nominees are international architects whom the jury may not know, it is critical that the sponsor present, in Section 1, a clear, concise statement to describe the significance of the candidate's accomplishments. All information and materials provided in the remainder of the portfolio should support the sponsor's nomination letter and the statement in Section 1 that highlights the candidate's notable achievements. Sponsors should be certain to focus on results and the candidate's influence on the profession beyond their immediate locale. For achievements in categories other than the chosen nomination category, exhibits may be included to support the nomination if they do not exceed the limitations set for the candidate's category, and if they complement the required submittal material.

The postmark date for completed submissions is October 16, 2009. Reference letters should be sent to the sponsor in sufficient time to include on the submission disk. If reference letters are sent under separate cover to the Institute, they must meet the October 16 postmark deadline. Submissions and reference letters postmarked **after October 16 will not** be considered by the jury. If you need further assistance, please contact the AIA Honors and Awards Department, at 202.626.7563 or honorawards@aia.org.

The submittals must be received on a disk with the guidelines as noted below:

- All images submitted must be low-resolution and clearly labeled and/or captioned.
- You are responsible for checking that the .PDF file you submit opens and can be viewed as you intended.
- Your nomination must include the following items in the order listed as one .PDF file smaller than 6 MB.
 1. Sponsor Letter
 2. One-page Summary of Achievements
 3. Section 2.1: Significant Work
 4. Section 2.2: Significant Awards, Honors & Recognition
 5. Section 2.3: Significant Publications
 6. Section 3: Exhibits List
 7. Section 3: Exhibits: a minimum of 10 and a maximum of 15 exhibits with three allowable images and/or composite pages plus a descriptive data sheet for each exhibit (45 pages total)
 8. Reference List
 9. Reference Letters
 10. Digital photo/image (one black-and-white head shot or portrait) of the nominee
- Literary exhibits such as books may be sent under separate cover from the disk but must be postmarked by October 16, 2009.