

2018 ACEC/Mississippi

Engineering Excellence Awards CALL FOR ENTRIES

HOW TO SUBMIT AN ENTRY

A. NOTEBOOK REQUIREMENTS

Entry materials must be submitted in an ACEC notebook (black 3-ring binder). Entries must conform to the official notebook format. No extraneous material shall be included. It will be removed.

The notebook must include:

1. Completed official entry form (see ACEC website for form). The engineer or surveyor and client/owner all must sign the original official entry form stating that the submitted project was substantially completed and ready for use between November 1, 2015 and October 31, 2017.

2. One-page signed client/owner letter, addressed to ACEC, describing the relationship the client/owner had with the entrant in the development of the project and how it exceeded the client/owner needs.

3. Executive summary – 1 page; 8.5" x 11" with 1" side margins; single-spaced (minimum 12 pt. type) – describing the problem and solution. Project title and entry category must appear at the top of the page.

4. Project description, not to exceed 5 pages single-spaced– 8.5" x 11", 1" side margins – addressing items a, b, c, and d as listed below. Project title, category and page number must appear at the top of each page. Entrants may use text (minimum 12 pt.), photos, graphs, etc.

a) Role of entrant's firm in the project,
b) Role of other consultants participating in project,
c) Brief description of the entrant's contribution to the project addressing each of the following rating guidelines:

- Original or innovative application of new or existing Techniques
- Future value to the engineering profession and perception by the public
- Social, economic and sustainable design considerations
- Complexity
- Exceeding client/owner needs. 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 date of completion information as indicated on the **official entry form**.

d) Describe in layman's terms why this project is worthy of special recognition (word count between 100 - 500 words). Explain all actors that comprise the project's uniqueness such as innovative engineering, challenges faced, and overall social impact. **Note: This description will provide the basis for all ACEC publicity on the project.**

5. A list of the key participants on the project. Provide firm name, address, phone number, website and email address of each participant. Key participants should include contractors, subcontractors, other engineers, architects and designers involved in the project.

6. A press release (up to 2 pages, double-spaced) clearly and concisely describing the project and the entrant's participation, reflecting on factors listed in point # 4. In addition, indicate the value of the project to the community, identify the number of people served, cost savings, etc. No reference to other awards should be included in the submitted materials.

7. One copy each of 6 different photos or graphics (6 total) of high quality 8.5" x 11" printed from digital files. Three of the photographs must be of the completed project and three should display the planning, start-up and and/or construction phases of the project. All photographs or graphics must have captions (describe what the photo or graph illustrates) on the back and labeled: Photo 1, Photo 2, etc. (**include on CD-ROM:** the required photos or graphics must be prepared as JPEGs, RGB, 300 dpi, sized to 8.5" x 11"; captions do not need to be included on the CD-ROM).

8. Entries in the category of Studies, Research and Consulting must be accompanied by a supplementary report containing findings with graphs, drawings, etc. inside the back cover of the black binder.

9. ONE CD-ROM AND INCLUDE:

1. **All photos** (as JPEGs, 300 dpi, sized to 8.5" X 11")
2. **Photographic Panel Display**
3. **Executive Summary**
4. **Project Description**
5. **Press release – Must be a WORD Document NO PDF's please.**

B. NOTEBOOK SUGGESTIONS

1. Press Release should be reviewed by someone not personally involved in the project to assure a readable, easily understood description in lay terms.
2. List of E-mail addresses of local newspapers for submission of press releases.

C. PANEL REQUIREMENTS

1. Each Entry should consist of: One photographic panel, 30" X 30" square display material which has a matte finish and laminated over the front and back.

- a. front lamination is 5 mil;
- b. back lamination is 5 mil;
- c. panel is no more than 5-6 mil for a total of 15-16 mil in thickness.

Framed or mounted panels will NOT be accepted

2. Velcro strips must be attached to the back for display purposes. See ACEC Call For Entries for more details. The panel should be prepared with high quality photo and graphics, with minimal text (250 words max).

3. A maximum of six photographic images and/or graphics may be used on the panel. Each photo or graphic should be a minimum of 7" X 5" or 35 sq. inches. A background photo is not considered a photo.

4. Minimum 32 pt. type for text or descriptions and min. 28 pt. type for captions and graphics.

5. [ACEC logo](#), (download from the ACEC website) title and location of the study/project, client's name and location, and entering firm's name and location (minimum 32 pt. type) should be shown on the front of the panel.

6. The project title, category, firm name and address should also be shown on the back of panel.

7. Leave a 2" x 2" blank space in the upper right-hand corner of the panel that is free of text or images but carries the panel's background scheme through this space for ACEC's coding. Do not leave a blank white space.



D. PANEL SUGGESTIONS

ASAP

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DIG

Nina Strother
513 Liberty Rd, Suite 4B
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601-939-2008
www.dig.us.com

Central MS Specialties, LLC

Don Vanlandingham
601 Falon Way
Brandon, MS 39047
601-624-9091
donvan@photoimages.com

Micro Printing & Blueprint

Scott Lasley
225 East Pearl Street
Jackson, MS 39201
601-355-9543
sales@microblueprint.com

If you plan to submit to ACEC at the National Level, Please refer to ACEC's specific guidelines, a PowerPoint will be required!

<http://www.acec.org/awards-programs/engineering-excellence-awards/>

ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Mississippi

"The Voice of the Engineering Industry."

ACEC/MS

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