

## organiser details

Event name _____		
Organiser's full name _____		
Street address _____		
_____	City _____	Province/State _____
Postal/Zip code _____	Country _____	
Phone number (Country Code + #) _____		
Fax number (Country Code + #) _____		Email address _____
Organiser's website _____		Event website _____
Member of Icograda	Yes	No

## event details

*For the following questions, please attach a separate sheet if necessary.*

1. Define the theme and objective of the award scheme, describing any relevant information about nationality, history, main focus, status in market to competing designers.

2. Specify all necessary technical and other requirements.

## event details

3. Specify the last date, day and hour by which submissions must be received, and include a receiving address.

Date \_\_\_\_\_

Day of week \_\_\_\_\_ Hour \_\_\_\_\_

Receiving street address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

4. Specify the competition's primary target group of designers.

5. Define any grounds for exclusion from the competition.

6. Specify a guarantee of anonymity of submissions to be considered by jurors with details on procedures to ensure this.

## event details

---

7. Include the name, nationality, professional qualifications and a one hundred word biography of each juror. *Attach a separate sheet.*

8. Include the name, nationality, professional qualifications and a one hundred word biography of the pre-selection committee. *Attach a separate sheet.*

9. Specify the number and cash value of prizes in defined currency, as well as the date by which prizes will be paid. If applicable, include a statement that prizes may be withheld if submissions do not meet the required standard.

a. Will an Icograda Excellence Award be given as part of this award scheme?

Yes      No

b. Would you like more information about the Excellence Award?

Yes      No

## event details

---

10. Specify how designs, prize-winning or not, will attract remuneration if and when accepted for commercial use.

11. State when and how the results of the competition will be publicly announced.

12. Explain the role of the independent moderator.

13. Provide a statement of protection of all submissions.

## event details

---

14. Provide a statement of when and how submissions will be returned to participants.

15. Give the details of any exhibition, including the time, form and duration.

16. List any sponsors.

## declaration

---

By submitting this application, we agree that if an Icograda endorsement is granted, this award scheme will abide by Icograda's best practices for intellectual property protection of the submitted work contained in the Icograda document *Regulations and best practices for organising design award competitions*.

Authorised Individual's Name \_\_\_\_\_

Official Position/Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_