



Illuminating Engineering Society of Australia and New Zealand Limited  
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Thank you for entering this year's IESANZ Lighting Design Awards. In this A2 Cardboard Folio you will find the following:-

- 3 x A2 Plastic Presentation Boards - All entries must be displayed on these boards
- 1 x A4 Folder for all supplementary information to be supplied with entry
- Award Entry Form
- Conditions of Entry
- Information Guide
- Clear Pouch for electronic media (photographs and documentation on USB Stick)
- Award Entry Identification Number Labels  
(These are to be placed on the back of each A2 Presentation Board once completed. **Please label them correctly from 'a' to 'c' (first to last) so that they are displayed correctly at the Awards Dinner.**)
- Award Entry Address Label – To be fixed to front of Folio for delivery of entry

### Entry Checklist

- |  |                          |
|--|--------------------------|
| Read Conditions of Entry, and Information Guide BEFORE preparing entry   | <input type="checkbox"/> |
| Complete Entry Form  | <input type="checkbox"/> |
| Place Award Entry Identification Number Label on the back of each presentation board in order to be displayed (i.e. a, b, c) | <input type="checkbox"/> |
| File all supplementary documentation in Green Folder<br>(Including Client Letter if reduced on display boards)               | <input type="checkbox"/> |
| File Correctly Labelled USB Stick in Clear Pouch (in Green Folder)   | <input type="checkbox"/> |
| File Completed Entry Form with Entry Fee at the front of the Green Folder  | <input type="checkbox"/> |
| Enclose all Award Entry Panels and Green Folder in the A2 Folio for submission   | <input type="checkbox"/> |
| Fix Address Label provided to front of Folio for delivery to Awards Convenor   | <input type="checkbox"/> |

### **REMEMBER:-**

**ALL ENTRIES MUST BE RECEIVED BY THE AWARDS CONVENOR NO LATER THAN  
4.00PM THURSDAY 13<sup>TH</sup> SEPTEMBER 2018  
ANY ENTRIES THAT ARRIVE AFTER THIS TIME WILL NOT BE ACCEPTED – NO EXCEPTIONS**