

Please read these instructions carefully as omissions could render your entry non-compliant

All entries for the **IES: The Lighting Society Lighting Design Awards** are accepted, subject to the following conditions:

ENTRIES

- All entries must be supplied on the boards supplied in the entry pack, along with all the documentation filled in correctly.
- Entries shall be located within the geographical area of the Chapter entered. The installation must have been completed within the last 2 years (from April 2016 to present) and must not have previously been entered in these awards.
- Each submission may be a single area of application or space or an entire project.
- Only one entry will be accepted for the same area at an installation site.
- The consent of the owner or lessee of the premises or installation, and other interested parties, **must** first be obtained before the entry is submitted. This is a requirement for judging installation access, and possible later publication of Award recipient details.

ENTRANTS

- The designer, owner or any other principal participant in the design of a lighting installation, may submit an entry for these awards. The entrant need not be a member of **IES: The Lighting Society**.
- Any person associated with any installation will be disqualified to act as a judge for the entry concerned.
- More than one person may be nominated as the designer of an entry. These designers will then be considered as a joint entry for that submission.

ENTRY FEE

- For the 2018 Awards the entry fees have been reviewed and a new structure is effective immediately. For IES members, i.e. Fellows, Member, Technical and Associate the entry fee shall be \$200.00 (GST exclusive). Any entry being submitted by a non-member of the IES shall be \$300.00 (GST exclusive).
- Where a non-member signs up to be an active financial member of any status then the IES Members fees shall be applicable.

Payment is required **at uptake of the compulsory entry packs**. *(The entry pack can be requested by emailing your request to the Awards Convenor, Amy Taylor – amyclaretaylor@gmail.com.)*

Fees for entry packs will not be refundable once sent.

- Payment Options:-

Option 1 – Direct Payment into Bank Account (preferred option)

Please direct payment to the following bank account and forward entry form by post or email:-

nzchapter@iesanz.org

Bank: ASB Bank

Account Number: **12-3072-0530995-00**

Account Name: Illuminating Engineering Society of Aust & NZ Ltd

Option 2 – Cheque

Please make payable to IESANZ NZ CHAPTER

Post to IESANZ Lighting Awards 2018, PO Box 8134, Symonds Street, Auckland 1035

- Tax invoices can be arranged by contacting the NZ Chapter LiDA Convenor, Amy Taylor
e: amyclaretaylor@gmail.com p: +64 27 6644 022

ENTRY FORM

- A completed official entry form must accompany each entry. Information given on the Entry Form must be clear, accurate and suitable for replication on any certificate awarded and for use in publications announcing the Award results. The IESANZ will not take responsibility for certificates being printed with incorrect information provided from entry form.

CLOSING DATE

- All entries for the IES: The Lighting Society – NZ Chapter 2018 Lighting Awards shall be received by

4pm on Friday, 28th September 2018

Late entries will not be accepted and no refunds will be given.

All entries must be sent to the following address:-

IESANZ: NZ Chapter Lighting Awards 2018

C/- Beca Ltd

21 Pitt St

Auckland City

ATTN: Greg Williams

ENTRY MATERIAL

- The entry material for New Zealand shall be submitted in two formats, Electronic and on Display Board. Both are to have identical information. Both are required for judging.

ELECTRONIC FORMAT

- Entry Information to be supplied in electronic format on a USB Stick. This ensures the best quality photos and entry information for publishing and for submitting any successful Excellence Award through to the International Awards judging panel.
- The USB stick must be marked with the Entry Number for easy identification and must show only the same material as given in the display presentation. Any electronic information showing sales information will not be accepted.
- Minimum of 3 x jpg photos must be included (see below for photo and JPG specifications)
- Designer's statement to be in MS Word Format
- Owner's/Lessee's letter of consent to be in PDF format

DISPLAY BOARD

- Each entry pack contains the 3 x A2 size display boards that must be used in your submission, these can be used in either landscape or portrait format, and not all need to be used. Please note that no other display format will be accepted.
- For the displays, **all** information given on the USB shall be displayed on the A2 boards provided in this entry pack.
- The written design statement, photographs and owners letter of consent/satisfaction (may be a reduced photocopy) must be contained on the three boards supplied with the entry pack. All shall be easily readable from one metre viewing distance.
- Loose additional information and appendices shall not be included in the submission, even if attached by mechanical means and will not be put before the judges.
- Advertising on the display boards is generally not permitted, but a small logo is acceptable, however, overt advertising could disqualify the entry.
- Display boards may be held for display purposes for up to twelve (12) months and will be destroyed 12 months after the awards dinner unless claimed by the entrant.
- The entrant permits the reproduction of (only) the entry board content in whole or in part, with suitable acknowledgement of the submitter.

Photographs:

- By entering the awards, the entrant agrees to share the copyright of all photographic content with the IESANZ.
- All photographic material shall offer a true representation of the installation and **shall not be enhanced or taken under supplementary lighting, or with a significant daylight component entering through windows that could give a misleading after-dark representation.**
- Photographs shall be JPG files (300 dpi high resolution, minimum file size 2MB). Photographs shall **not contain any advertising content** and may be used during the Awards Presentation function and for articles in publications at the discretion of **IES: The Lighting Society**. Photographic JPG files shall be clearly identified by file name.
- Images of installations, in whole, or in part, not associated with the entry shall be excluded from the submission.

Designer's Statement:

- The Lighting Designer's Statement shall address clearly and succinctly the issues as noted under "Criteria". This Statement must provide sufficient information to enable the judges to evaluate how the specific award criteria have been identified in the design, explain how any special problems have been solved, and show that the intended results have been achieved. The Statement shall be submitted in a Word document and included on the USB Stick.

Owner's/Lessee's Letter of Consent:

- The Owner's/Lessee's Letter of Consent should describe the Brief given to the Lighting Designer and express the degree of satisfaction with the result. A copy of the letter shall be included on the USB Stick. This letter of commendation may be reduced to fit on the A2 boards (must be legible from one meter) but with this option, the original must be included in the supplementary information in the pack.

Criteria:

The Criteria used for judging encompasses the following:

- **Concept/Brief**
Limitations Lighting concept Architectural integration Originality
- **Solution**
Design criteria Visual comfort Energy effectiveness Budget restrictions
- **Operation & maintenance**
- The judging of each submission is on merit and not on a competition basis. Entries will be judged against generally recognised standards and on compliance with the Criteria.
- The Judges reserve the right not to make any Award if entries are not deemed to be of a high enough standard.

SITE VISIT

- A judge or judges' representative authorised by the judges, or by the Chapter Management Committee will visit, as required, the site of all entries. The purpose of the visit shall be to evaluate the claims made by entrants and for designers to answer any questions posed by the judges relevant to the site evaluation.
- Temporary installations ie. shows or exhibitions will be accepted for entry. However, the entrant must recognise that the judging of the installation may be prejudiced if the installation can no longer be visited by a Judge's representative. It will require at least two judges on the panel to vouch for the photographs submitted. Please seek the advice of the Convenor of Judges at the time the installation is available for viewing.
- Although the judges cannot enter into correspondence or discussion with the entrants, the designer may be present at such a site visit to answer questions.

JUDGING

- The Lighting Design Awards is not a competition between entries submitted. Each entry is judged on its own merits. Judging is not carried out by categories. It is not a requirement to nominate an entry into a category.
- The panel of judges is appointed by the IESANZ - New Zealand Chapter. The judging panel's decision is final and no correspondence will be entered into.

AWARDS

- Two levels of Award are possible. These are **Excellence** and **Commendation**.
- To receive an Award, the installation must achieve a high level of technical and aesthetic excellence and originality.
- More than one Award may be presented at each level.
- The Award is granted to the Lighting Designer/s nominated on the Entry Form. The Lighting Designer/s can obtain additional copies of Award certificates by contacting the Chapter Lighting Design Awards Convenor.
- Award submissions will be displayed at the presentation function at a date to be confirmed and will be featured in official publications of **IES: The Lighting Society**.
- Announcement of the Awards and presentation of the certificates will be made at the Presentation Function which will be held at Te Papa Museum in wellington on Friday 23th November 2018
- All entries will be eligible for a possible Energy Efficiency Award but only if adequate information is provided of both **efficiency** and **conservation** and include basic items such as circuitry/controls, use/integration with daylight, energy saving systems, watts per square metre of the area to indicate efficiency, etc.
- All exterior entries will be eligible for the Royal Astronomical Society Dark Sky Award, provided information is supplied of beam angles, glare etc. This award is subject to adequate exterior design entries.

AWARDS INDEMNITY

- Entrants shall hold the **IES: The Lighting Society** indemnified against any claims arising through loss of or damage to submissions. Entrants shall also hold the **IES: The Lighting Society** indemnified against any claims for breach of patents, copyright, trademarks and/ or licences that may arise through involvement in this competition.
- Awards will be presented to the winning designers, with **certificates reflecting details exactly as given on the entry forms**. The IES shall take no responsibility if the designers name provided is incorrect, or for any other undeclared

or part-designers unnamed, and any other wrong or missed acknowledgements. It is the responsibility of the entrant to include any other persons or companies involved at the time of submission.

- Awardees and their entries will be out in the public domain. The IES can take no responsibility to entry material for privacy issues, or in relation to award night photography or for material being used by others for publicity/promotional activities.

CERTIFICATES

- Additional framed certificates can be obtained from IES: The Lighting Society at a cost of NZ\$130.00 each (GST exclusive).
- Additional unframed certificates can be obtained at a cost of NZ\$35.00 each (GST exclusive).

Note: The entries for the separate **Luminaire Design Awards (LuDA)** (as opposed to these Lighting Design Awards LiDA awards) are being judged again in New Zealand this year. The electronic version of Excellence awards will be sent to Australia for inclusion to the next International Awards Function. For instructions for the LuDA, please refer to the “luminaire Award” section of the web site and if in doubt contact the Awards Convenor:-

Amy Taylor

email amyclaretaylor@gmail.com

ph +64 27 6644 022

There are different mandatory packs for the Lighting Design (LiDA) and Luminaire (LuDA) entries. Please advise which you require at the time of requesting your pack.

PLEASE NOTE: ANY ENTRIES THAT ARRIVE AFTER 4.00PM ON FRIDAY, 28TH SEPTEMBER 2018 WILL NOT BE ACCEPTED – NO EXCEPTIONS