

2024 CALL FOR ENTRIES



9 PRESS RELEASE (two pages max.)
Press release that clearly and concisely describes the project and the entrant's participation, based on information presented in the Project Description. Also describe the value of the project to the community including information such as the number of people served, cost savings, etc. Do not reference other awards the project has won. *Specifications:* double-spaced; 8.5" x 11"; PDF format.

10 POWERPOINT PRESENTATION
PowerPoint file, containing 8 slides including one (1) title slide with EEA logo, firm name, project name, project location, city and state, followed by: Six (6) slides which include photos 1 through 6 (same photos as Item #6 above), and captions for each photo. Do not include caption/text on the photo. Plus one (1) slide that contains the photographic display panel. Accepted file format is PowerPoint (PPT or PPTX) only. This presentation will be used by the judges as part of their evaluation. Do not include sound, transition effects, animations, present timing, or slide show sequencing. A sample PowerPoint presentation is downloadable from the ACEC website.

11 SUPPLEMENTARY REPORT
Include a supplementary report containing the findings portrayed with text, graphs, or photos, as needed.

NOTE: This report is **ONLY** required for Category A submittals.

III. DISPLAY PANEL

IMPORTANT: Display Panel is a key part of the project submittal and the text and photos should demonstrate the challenges, solutions, innovation, complexity and unique aspects of key project elements. The panel should be prepared

with high-quality photos and graphics and with text as described below.

Photographic panel requirements:

- PANEL SIZE:** 30" x 30" square, with a matte finish, laminated front and back as follows:
 - Front lamination thickness: 5 mil
 - Back lamination thickness: 5 mil
 - Panel stock thickness before lamination: no more than 5-6 mil
 - Total panel (with lamination) thickness: 15-16 mil**NOTE: Framed or mounted panels will NOT be accepted. Use sturdy materials but do NOT mount panel on foam-core board or any other solid surface.**
- VELCRO ATTACHMENTS:** Four, 9-inch long strips of Velcro, width 1-inch, (the hook side only) must be placed vertically on the back, near each corner of the panel.
- PHOTOS/GRAPHICS:** Maximum of 6 photos and/ or graphics shall be used on the panel. Each image shall be a minimum of 7" x 5" or 35 square inches in area. A background photo is not considered a photograph.
- TEXT/FONTS:** Panel text may not exceed 250 words total, not including captions. Font sizes: 32 pt. minimum font for text or descriptions; 28 pt. minimum font for captions and graphics.
- REQUIRED ELEMENTS:** The front of the panel shall also include the EEA logo (download from ACEC website), title and location of the project or study, client/ owner's name and location, and entering firm's name and location (minimum 32 pt. font size).
- CORNER SPACE:** Leave a 2" x 2" space in the upper right-hand corner of the panel that is free of text or images. Do not leave the "blank" space as a white square; the background scheme should continue, but will be partially covered by the review committee's coding label.
- BACK OF PANEL LABEL:** Add a label to the back of the panel with the name of the entrant's firm, the firm address, the project name, and the entry category.

PANEL PREPARATION AVAILABLE

If you need assistance producing your photographic display panel, please reach out to Keystone Displays at 717-612-0340 or e-mail [Carrie Doyle](#). Keystone Displays is ACEC's authorized partner and can prepare and ship your display panel to ACEC.

[Click here](#) to place your order or for further information.

SHIPPING

Photographic display panels **MUST NOT BE ROLLED** for shipping, but instead use a flat shipping box.

All materials including the electronic submission must be received by January 5, 2024.

Ship Photographic display panel to:

American Council of Engineering Companies
Attn: Theresa Christanti
1400 L Street, NW, Suite 400
Washington, D.C. 20005-3592