

ACEC/MA ENGINEERING EXCELLENCE AWARDS COMPETITION
2019 Frequently Asked Questions (FAQs) – 3 page document

- 1) Do I have to submit our project electronically?
 - Yes. The cut-off to edit your submission is November 7, 2018 at 5:30 pm Eastern time.

- 2) How do I submit my project electronically?
 - We will send you the link to submit electronically on October 10, 2018.

- 3) What information do I need in order to submit electronically?
 - Refer to the Submission Requirements that you will find on the ACEC/MA website.

- 4) The project description has been limited to 1,000 words, is this still true?
 - No, this has been replaced with a 6-page project description. Within this we ask for a project summary that IS limited to 100 words.

- 5) Is the project summary really limited to 100 words?
 - Yes

- 6) Can I submit multiple entries?
 - Yes

- 7) I have submitted a call for entry form, but decided I would not like to submit the project electronically, may I receive a refund?
 - No

- 8) Do I have to complete the project submission all at once?
 - No, it can be saved at any time, and you can return to work on it. The cut-off to edit your submission is November 7, 2018 at 5:30 pm Eastern time.

- 9) What can be included on the cover?
 - The overall front cover of the project submittal can essentially contain anything. However, this cover is limited to one page and needs to include the words **2019 ACEC/MA Engineering Excellence Awards** on it.

- 10) Can you use more than single photos on the cover?
- Yes, you can use more than just a single photo on the cover, i.e., a collage of photos is acceptable.
- 11) Can I include captions to the photos or graphics?
- Yes
- 12) Do the 6 images in the submission need to be single photos?
- Yes. Do not use multiple photos, collages, etc. on these pages.
- 13) Do the photos have to fill the 8.5 x 11 page?
- No
- 14) What is the composition of the judges' panel?
- There are 5 judges representing each of the following perspectives: construction, academia, public, public outreach and architecture. However, the names of individual judges are not made public.
- 15) 9. What are the judge's evaluation criteria?
- Each entry will be evaluated based on the following five categories, which are key elements of the project description text required in the electronic submittal described below.
 - Uniqueness and/or innovate application of new or existing techniques
 - Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering
 - Social, economic and sustainable development considerations
 - Complexity
 - Successful fulfillment of client/owner needs
- 16) How should I label files submitted on the USB drive?
- Label each USB with Firm Name, Project Name, and 2019 (abbreviations preferred)
- 17) Is there a word limit on the captions?
- No

18) Do reports require same submittal requirements as design/construction projects?

- **NOTE: This only applies to studies, research and consulting engineering services projects.** The project description should report on findings and description of the work. Also please include the Supplemental Report following the ACEC national instructions. (www.acec.org)

19) Can USB Drives be in PDF/word?

- Please follow Section 7: USB Drives in the **Submission Requirements**. USB drives must follow submission requirements.

20) What is date for the oral presentations?

- The five finalists will present their projects on the morning of December 11, 2018 at the Aldrich Center at The Engineering Center in Boston at One Walnut Street on Beacon Hill.

21) Do I need to make a panel?

- For the ACEC/Massachusetts competition, only the five finalists are required to prepare a panel. Please prepare a 30" x 30" foam core panel that includes your firm name, specific project title, and the words **2019 ACEC/MA Engineering Excellence Awards**. This will be needed in early March 2019. For all other MA participants, panels are necessary only for those intending to submit to the National competition. Please refer to National submission requirements as their instructions are different.