



**2019 Engineering Excellence Awards Submission Requirements—
Please download complete four (4) page document**

All submissions must be submitted and received electronically by ACEC/MA (The Engineering Center, One Walnut Street, Boston, MA 02108) **no later than 5:30 pm Wednesday, November 7, 2018.**

NOTE: To assist you in preparing your submission, we are holding a **Submission Assistance Morning for participants on Tuesday, October 16 from 9:00 am – 12:00 pm at the Aldrich Center at The Engineering Center** (One Walnut Street, Boston, MA 02108). During this time, you will have an opportunity to review past submissions. In addition, members of the Awards committee will be available to answer any questions you might have. Appointments are not needed, so feel free to stop by during those hours. Also, attached is a FAQ fact sheet that provides answers to the most commonly asked questions.

If you have any questions during the process of preparing your submission, contact Elizabeth Tyminski at (617) 305-4127 (etyminski@engineers.org).

As an entrant in this year's competition, please mark your calendar----the Awards Gala will be held March 20, 2019 at the Royal Sonesta Hotel in Cambridge, MA. This is the celebratory event during which all this year's entrants and submissions will be recognized and award winners will be announced.

ACEC Massachusetts

American Council of Engineering Companies of Massachusetts

2019 Engineering Excellence Awards Electronic Submission Information Requirements

To begin your electronic project submission, first login with this link <https://eea.acec.org/massachusetts> and proceed with the following steps:

- A. Enter an email address (*you may use the same email for more than one project entry*);
- B. Next, click 'Add New Entry' button and complete the 'Project Information Form'; and
- C. Click on the green 'Upload Submission' button and complete using the following instructions:

1. Submission Cover

- The front cover of the submission may contain anything.
- Indicate that this submission is for the ACEC/MA 2019 Engineering Excellence Awards on the cover.
- Please ensure that these names match the 'Project Name' on the Project Information Page.
- You may use a single photograph and/or collage of photos as part of the cover.
- Accepted file format is PDF.

2. Copy of ACEC/MA official "Call for Entry" form

- Accepted file format is PDF.
- If you paid by credit card, black out credit card information on this copy of the form.

3. Client/Owner Letter

- Letter addressed to ACEC/MA describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs
- Accepted file format is PDF.

4. Project Descriptions

- Project Description (*six pages max.*) Tell the story of the project. Address items as listed below. Project title and page number must appear at the top of each page. Entrants may use text, photos, graphics, or charts as needed. Specifications: 8.5" x 11"; 1" side margins; single-spaced text; 12 pt. minimum size font. Text must include the following:
 - a. Role of Entrant's Firm in the project.
 - b. Role of Other Consultants participating in the project.
 - c. Entrant's Contribution to The Project: A brief description of the entrant's contribution addressing each of the following Rating Guidelines:
 - Uniqueness and/or innovative 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.
 - d. SUMMARY: Describe in lay terms why this project is worthy of special recognition. Explain all factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. **NOTE:** This summary will provide the basis for all ACEC/MA publicity on the project (*max. 100 words*)

- Accepted file format is PDF.

5. Key Participants

- List the key participants on the project including contact name, firm name, address, phone number, website, and e-mail address of each participant.
- Include contractors, subcontractors, other engineers, architects and designers significantly involved in the project.
- Accepted file format is PDF.

6. Photos or Graphics

- Six different photos or graphics (*one per page*) with captions describing the subject matter (*refer to "Image Guidelines" below*).
- Captions shall begin with: Photo 1, Photo 2, etc. and include project and firm name (*abbreviations acceptable*).
- Specifications: JPEG file; RGB format; High Resolution (300 dpi).
- Image Guidelines:
 - Because the images will be projected on a large screen during the EEA gala, it is very important to submit sharp, high-quality, high-resolution images.
 - Three of the photographs must show the completed project and provide the highest level of visual impact for publicity. Three of the photographs must display the planning, startup, and/or construction phases of the project.

7. USB Drives

- Submit Four (4) USB Drives with the following:
 - Label each USB with Firm Name, Project Name, and 2019 (*abbreviations preferred*)
 - Digital images of the 6 photos:
 - Format: JPEG
 - High Resolution 300 dpi
 - Title of each photo must include project and firm name
 - Digital image of submission cover
 - Project Description- Section 'd' SUMMARY only; maximum 100 words (*MS Word doc*)
 - Test your USB Drives on different computers to ensure they are not machine dependent.

Send 4 USB Drives per project by 5:30 PM on Wednesday, November 7, 2018 to:

ACEC/MA
The Engineering Center
One Walnut Street
Boston, MA 02108-3616

8. Supplemental Report

- This ONLY applies for projects that fall under Category A on the national level. Refer to acec.org for more information.

Don't forget to click on 'Finish & Submit' button when your electronic submission is complete.