

## TORONTO URBAN DESIGN AWARDS

### STUDENT SUBMISSION REQUIREMENTS

To enter a project for consideration in the Student Category in the 2021 Toronto Urban Design Awards program, review and complete the information listed below.

Use the Submission Checklist to ensure your Application Package is complete.

#### A. Application Package

Entrants are to submit their Application Package containing the following:

1. Images (All images must be AODA compliant)
  - Up to six individual images that best illustrate the merits of the project and are suitable for print reproduction (.jpg or.tiff format with 300dpi).  
Note: it is recommended that at least one image demonstrate the contextual fit of the project. All images should focus primarily on the urban design merits of the project. Please ensure that your images do not contain any identifiable private individuals.
2. Completed and Signed Official Entry Form
3. **Two Digital Presentation Boards**
  - Entrants may present their project using any graphic or photographic technique that best illustrate its merits.
  - Project images should be displayed on two digital PDF boards 11"x17" (280 x 432mm) aligned horizontally. The project title and address should appear on the first board.
  - Boards should not display the names of the project team members, **it should be anonymous.**
  - Sample Digital Presentation Boards
4. Completed Official Spreadsheet  
The Official Spreadsheet contains information about your project and team members. Please note that providing accurate and complete project credits is the full responsibility of the applicant. The City of Toronto will not verify the completeness, including community groups, associations and Business Improvement Areas, of the team credits. The credits submitted will be those which appear on potential award certificates and all other printed/published material.

## TORONTO URBAN DESIGN AWARDS

### STUDENT SUBMISSION REQUIREMENTS

It contains:

- Applicant Information: Submitted by; Telephone, E-mail; Address;
- Project Information: Project Title; Address/Location
- Project Team
- Images: Image Name; Photographer, AODA alt text;
- Description Text: maximum 150 word description that outlines the project and emphasizes its urban design merit (refer to evaluation criteria for key considerations).

#### B. Submission

Entrants are to submit the Entry Form and Application Package digitally to TUDA@toronto.ca.

Entrants are to submit their application through a file transfer software (for example: Dropbox, WeTransfer).

City of Toronto staff must receive your submission by email (TUDA@toronto.ca) no later than 12:00 P.M., NOON Monday, April 26, 2021.



# TORONTO URBAN DESIGN AWARDS

## OFFICIAL STUDENT ENTRY FORM

### 1. PROJECT INFORMATION

Project Title:	Date Project Completed (yyyy-mm-dd):
_____	_____
Student/Former Student Name (First, Last):	Project Address/Site:
_____	_____
Program of Study - if applicable:	Studio Professor/Advisor Name (First, Last) – if applicable:
_____	_____

### 2. APPLICANT INFORMATION

Submitter Name (First, Last):	Telephone Number:	Email:
_____	_____	_____
Address (Street Number, Street Name, Suite/Unit Number):		
_____		
City or Town:	Province:	Postal Code:
_____	_____	_____

### 3. SUBMISSION INSTRUCTIONS

Submit a copy of the completed form by email [TUDA@toronto.ca](mailto:TUDA@toronto.ca). All submitted materials will be retained by the City of Toronto and will not be returned to you. The City may use and reproduce the submission materials in exhibits, presentations or other communications, publications, advertising and promotions related to the Toronto Urban Design Awards program. By submitting an entry, you agree to abide by the contest rules available detailed in the Submission Requirements.

**City of Toronto staff must receive your complete submission package no later than Monday, April 26, 2021 at 12:00 P.M. NOON.**

Email application package to: [TUDA@toronto.ca](mailto:TUDA@toronto.ca)

Applicant Signature:	Date (yyyy-mm-dd):
_____	_____

City Planning collects personal information on this form under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, section 136(c) and the City of Toronto By-law 832-1999. The information is used to administer the application process, to contact the applicants, if required and for use in promotional materials, and the City of Toronto website concerning the Toronto Urban Design Awards program. Questions about this collection can be directed to Urban Design, 11th Floor East Tower, City Hall, 100 Queen Street West, Toronto, Ontario, M5H 2N2, or by telephone at 416-338-5518 version of the form.

## TORONTO URBAN DESIGN AWARDS

### STUDENT SUBMISSION CHECKLIST

Use this checklist to ensure your application package is complete.

- Up to Six Individual Images (in .jpg or .tiff format with 300 dpi)  
(Please ensure that your images do not contain any identifiable private individuals)
- Two Digital Presentation Boards (11" x 17", horizontal format)
- Completed Official Spreadsheet
- Completed Official Entry Form (signed and dated)