

FREQUENTLY ASKED QUESTIONS

- ▶ **Do I have to start and finish my submission in one session?** No. You can start your submission and come back to finish it before the program deadline date. Please note, though, certain sections with required fields will need these completed before you can move to the next page.
- ▶ **Do I need to be an AIA Illinois member to submit for an award?** We accept nonmember submissions for design categories and some Service Awards.
- ▶ **Who should be included in the ADDITIONAL COLLABORATORS for a Design Award?** This is where you list all members of a project team. If this includes you or your firm, be sure to add your name to the list
- ▶ **Can I upload a video to the Support Materials section?** Yes, you can.
- ▶ **What does Blinded or Redacted materials mean?** It means there's should be no mention of the firm anywhere in the submission where indicated. If their name appears in any articles, picture captions, on blueprints, etc. it will need to be redacted so it is not visible to the jury.
- ▶ **Can I revise my submission after I've finalized and paid?** Yes, provided your request is made and changes are complete by the entry deadline. After the deadline, submissions will be locked down.
- ▶ **How will I know my submission has been received?** Upon submitting your entry, you will receive a confirmation e-mail.
- ▶ **How do I pay for my submission?** Upon submitting your entry, you will receive a confirmation e-mail with a link to submit payment.
- ▶ **What should I do if I did not receive a confirmation e-mail?** Check your junk mail folder in case the confirmation was caught in your spam filter. If you don't find it in your junk mail folder, please contact Fran Barloon at fbarloon@aiaill.org