SUBMISSION GUIDE

So you're done with all your research and have your system planned out, but what exactly is it that you need to produce and submit? What are the judges expecting, and how can you avoid complicating their lives and being penalized for it?

FILE FORMATS AND NAMES

The best way to simplify the review process and to make sure that different settings on different computers don't change the way your documents look, is to use PDF format for all documents (except for the video presentation). In addition to preserving formatting, PDF's also ensure that no content is accidentally modified.

For the video portion of the submission, we ask that you title the video as mentioned below and upload the video to Youtube. We ask that you provide a link to the video in a title pdf document.

Once completed, all documents (except the video) are to be archived into a single ZIP file for the purposes of uploading. All supporting documents are to be combined into a single PDF. The budget document is to consist primarily of figures with little to no written discussion. Each file name, including the ZIP archive, is to begin with your Participant ID (represented as ###-### below). The table below provides the file names required for your submission.

Document	File name
Submission Package	"###-### VIGA Rental Submission.zip" "###-### Commercial Organics Submission.zip" "###-### Indoor Nature Garden Submission.zip" "###-### Nature Café Submission.zip" "###-### Education Centre Submission.zip" "###-### VIGA Showroom and Design Centre Submission.zip"
Video Presentation	• Upload your Video Presentation to YouTube • Change the title of the video to "###-### Video"

	• Change the privacy settings from Public to Unlisted • Include the link to this video in a pdf document with the same title as the video
Drawings / Schematics (2D technical)	"###-### Drawing 1.pdf" "###-### Drawing 2.pdf" Etc.
Renders (3D representational)	"###-### Render 1.pdf" "###-### Render 2.pdf" Etc.
Budget	"###-### Budget.pdf"
Supporting Documents	"###-### Supporting.pdf"

DRAWING SIZES AND FORMATTING

All drawing and render files should be produced using a single, standard US Architectural Drawing size provided in the table below:

Drawing Size	Dimensions (inches)
ARCH A	9 x 12
ARCH B	12 x 18
ARCH C	18 x 24
ARCH D	24 x 36
ARCH E	36 x 48

Which size you use is up to you, but bear in mind that should your submission be chosen for printing and display, drawings that are very small will be difficult to see from a distance while drawings that are very large will consume much of the limited space available to each submission.

While we do not require the use of formal title blocks in your drawings, we feel it is generally a good idea to include them so that images can more easily be identified. Many modeling applications are able to automatically insert a title block.

CONSISTENT FORMATTING

Although you will be producing several different types of documents, do not lose sight of the fact that they are all part of a single submission. You should decide early on what

look and feel you want to give your submission and apply that styling to all documents you produce, without letting it interfere with the practicality and usability of those documents. Think of this as marketing your own personal brand.

VIDEO TIPS

While your video presentation is likely to be the first thing the judges see, it should be the last thing you produce. It is so much more than just an animated version of the narrative you might have expected to write, this is an opportunity to really sell your ideas and communicate concepts that don't necessarily come across all that clearly in written form, so make the most of it.

If you're not an experienced videographer or animator, don't feel that you have to channel your inner Michael Bay to get noticed. Less is very often more. Here are a few tips to make your presentation effective, impactful, and memorable:

→ **No Paragraphs!** Reading is hard work, and the best way to keep your audience's attention is to spoon feed them the ideas one at a time so they're easy to digest.

→ **No distracting effects!** Just because you figured out how to use star wipes and fly-ins doesn't mean you should. Focus on your message rather than gimmicks.

→ **Have a hook!** A great presentation will make the audience sit up and pay attention at the start and then provide the details. Start with your value proposition.

→ **Tell a story!** Good stories start at the beginning and pass through the middle to get to the end. A logical sequence to your ideas will keep your audience engaged.

→ **Use quality images!** Photos and video need to be in-focus, and clear. Drawings need to be well-made. Anything else will distract from your message.

→ **Use quality sound!** As with images, poor quality sound, and speech that is too quiet end up doing more harm than good.

→ **Remember your styling!** Whatever styles you applied to your static documents should be applied to your video presentation. Consistency is the key to branding.

→ **Details matter!** Little things like misaligned objects may not seem like a big deal, but even if your audience doesn't consciously notice them, they will come away feeling like something was "wrong" about your presentation.

TIME MANAGEMENT

Most importantly of all, don't leave it to the last minute to assemble your submission package. Give yourself plenty of time to make sure that what you submit is exactly the way you want it to be, not just what you had the time to do. After spending so many hours on your project, you want to be proud of what you've produced.