



*In partnership with:*  
CoreNet Global  
International Interior Design Association  
AIA Committee on the Environment  
AIA Committee on Interior Architecture

## GUIDE TO COMPLETING THE SLADD 2010 AWARDS APPLICATION

This guide offers step-by-step help to completing the on-line application form. If you have questions, please contact **Megan McCann** at 404-589-3219 or (**email [mmccann@corenetglobal.org](mailto:mmccann@corenetglobal.org)**) For additional reference, we have included links to previous award winners.

Escalante Science Center at the Grand Staircase  
<http://www2.corenetglobal.org/dotCMS/kcoAsset?assetInode=3243935>

Perkins+Will Sustainable Design Initiative  
<http://www2.corenetglobal.org/dotCMS/kcoAsset?assetInode=3244299>

### **What is the difference between the design and the development categories?**

The design categories recognize completed building projects. These projects should:

- Integrate sustainability practices with design excellence
- Meet the client's sustainability objectives for the project, and for the organization as a whole
- Demonstrate collaboration between the design firm and client as equal partners

What is NOT acceptable:

- Buildings that are not completed or have not been occupied for six months.
- Buildings completed earlier than 2005

The development categories recognize organization-wide real estate programs. These programs should:

- Integrate the organization's sustainability mission and strategies throughout the organizations – penetrating everyday practices of its real estate/facilities operations
- Demonstrate a clear link between the organization's overall strategy for sustainability and the sustainable programs. This is best accomplished through measureable programs

What is NOT acceptable:

- Organizational sustainability strategies without programs
- Stand-alone programs (e.g. programs not linked to an organization's sustainability strategies)

### **How many projects may be submitted?**

For the design categories, you may enter for each completed building project, as long as they meet the entry criteria.

For development categories, the judges suggest that you enter only once by "bundling" your initiatives as part of the organization's overall sustainability mission and strategies.

### **STEP-BY-STEP GUIDE**

#### **Awards Submission Title: (up to 75 characters)**

Provide a descriptor, not a creative title. For example: call center headquarters for xyz organization in City, State, Country; NOT "Daring to be Different."

#### **Innovation: (up to 750 characters)**

Focus comments on why your project is an innovative response to sustainability and why it is important.

#### **Background: (up to 700 characters)**

Describe the nature of your organization and the context in which it operates. The judges want to know the professional sector (e.g. healthcare, tourism, etc) in which your client operates, and the context (what are the sustainability drivers? What are the challenges?)

#### **Collaboration: (up to 800 characters)**

Required for Sustainable Design Award

Describe why your project represents a collaborative effort between 2 companies, and what processes you developed to ensure both participants fully.

#### **Initiative: (up to 800 characters)**

Describe the initiative or innovation, and why you did it. Give emphasis to key sustainability objectives and how these objectives contributed to the overall organizational objectives and strategies.

**For SLADD Design categories:** The judges would like to see a focus on linkage between sustainability objectives and how they fit into the overall project and organizational objectives.

**For Development Categories:** The judges want to see a linkage between the project's objectives and the organization's mission, objectives and strategies. The project should not be a "stand-alone" effort, that is, it should demonstrate the fulfillment of the organization's overall strategy for sustainability.

**Implementation: (up to 800 characters)**

Describe the implementation. Give emphasis to the leadership challenges and choices. See descriptions provided in previous award winners' case studies.

**Outcome (up to 800 characters)**

Describe the outcome and impact on reaching your objectives. The judges want to see evidence of quantifiable metrics (energy, water reduction; etc.), and how this was externally verified. How is the project or program being monitored? What is the reporting cycle (e.g. quarterly, annually)?

**Post-Occupancy (up to 800 characters)** For the Development category only.

Explain how sustainable practices have been integrated into the project's operations and maintenance. For example, are environmentally sustainable cleaning products required? Have operations and maintenance staff been trained in sustainable practices? Have building occupants been educated as to their role in sustainable practices?

**Best Practices: (up to 800 characters)**

Describe best practices as a result of this project.

**Lessons Learned: (Up to 700 characters)**

Describe challenges, serendipities, unexpected successes, etc.

**SUPPORT MATERIALS: For Design and Interiors Category**

File size: Not to exceed 7 pages, 2 MB, PDF format only

Include the following mandatory items:

- Project location (city, state, country)
- Date of completion
- Budget (final) hard costs (actual construction costs). Fee need not be included
- Type of project (e.g. office, hospital, library, etc.)
- Client (company/project authority)
- Design firm (project manager/design team manager)
- Contact name, phone number and email
- Photos (jpeg format; 72 dpi)

What else would you like the judges to know about this project? Text size no smaller than 12 point type, 1.5 inch spacing.

No Press clippings or other promotional materials. You may draw upon information contained in these materials, but do not include the materials.

**SUPPORT MATERIALS: For Development Category**

Full size not to exceed 3 pages, 2 MB, PDF format only.

TO RETURN TO THE NOMINATION FORM, GO TO:

<http://www2.corenetglobal.org/learning/awards/nominate/>