

PHI · Rheinstraße 44/46 · D-64283 Darmstadt

Guidelines for submission of documents

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Architecture Award 2010 Passive House

Documents to be submitted:

Identification:

The documents should be submitted with the name and address of the author.

Poster:

Save the poster in Power Point and as a PDF file and save onto a CD.

The presentation should consist of two posters, which are to be printed in size A1 for judgement and if necessary for exhibition later on.

The names of the building and of the designer should be entered on all posters (as a title at the top).

On the first poster in the text box (above right), the technical details of the building and information about the parties involved should be entered.

The second poster is optional and can be used to position further pictures and illustrations if needed. Any other posters should not be added and will not be considered.

At least the following pictures and illustrations should be included in the poster:

- a) all floor plans (for multi-storey buildings at least the respective system layouts e.g. the ground floor and an upper floor)
- b) at least one section
- c) outside exposures (photographs)
- d) inside exposures (photographs)

The pictures and illustrations should be placed within the grid intended for this purpose. Bigger or smaller picture sizes may be used (see Kinderkrippe Lengdorf example). Information may be entered in the text box but the text box may not be moved out of its intended place (above right on the first poster).

The posters should then be submitted without the grid, measurements and explanatory notes (blue). A file without a grid is provided and an example is also shown.

Please enclose all pictures and illustrations which have been used for the poster as separate files on CD (as JPG or TIFF).

Forms:

Project data sheet

Author's declaration

Publication rights (1 form per photograph/illustration)

A copy of the certification document (or scanned PDF file) *

* A copy of the "Quality Approved Passive House" Certificate issued by the Passive House Institute Darmstadt (PHI) or by an institution authorised by the Passive House Institute Darmstadt (www.passiv.de / certification / other certifiers), or official confirmation by SAENA regarding the approval of the project in accordance with all PHPP criteria for funding of Passive Houses by the Free State of Saxony. In every case, the project must be included in the Passive House Projects database at www.passivhausprojekte.de.

Submission:

All documents should be sent by post to the Passive House Institute in Darmstadt (see address above).

