

CNU NEW ENGLAND AWARDS 2007

Academic Submission Package

INSTRUCTIONS

Please do not include these instructions in your submission binder. Submit Entry Form and Submission Material only. Note that instructions on the actual forms sometimes expand on the information given here. Read all instructions carefully before beginning to work on the submission.

This packet contains instructions and all necessary forms to submit a project to the CNU New England Awards 2007 in the academic category. Students or faculty may submit both individual and group projects. The work must have been done for academic credit. Students submitting projects must have approval from a professor, advisor or school administrator.

Please complete the requested information in this packet and print all pages on 8.5" by 11" paper. All submission material should be placed in a binder with the Entry Form attached to the outside. Images should also be printed on 8.5" by 11" paper or inserted in plastic sleeves in the binder. All entries must be blind submissions. Do not identify the formal name of the project or any of the individuals, professors or the school involved in the project on any materials except for the Entry Form. Please provide the location (city/town and state) of the project if it is place-specific. We suggest that in all cases, the project be referred to as "the submission" or "the project" when referred to in materials to be viewed by jurors.

Customized pages with clearly labeled headings that follow the content and sequence of the provided Submission Material are acceptable replacements for all submission forms except the Entry Form. **Jurors will not have time to view any additional materials such as CD-ROMs, pamphlets, or books, so they should not be submitted.**

Text should be in a clear and legible font and size. Digital Image CDs or zip disks should be sent in the same package as the binder.

EXPLANATION OF SUBMISSION PACKET CONTENTS

Following these instructions is a single-page **Entry Form** that includes space for project information and participant identification. Please supply all requested information and attach the Entry Form to the outside of your binder. Jurors will not see the Entry Form.

The **Submission Material** forms (or an equivalent series of sheets designed by the submitter) should be included in your binder and include the following sections:

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Academic Submission Package

Project Information Sheet (one page)

A “quick reference” sheet for the jury.

Course/ Assignment Description (one page)

Describe the academic course and specific assignment associated with the submission, if applicable. You may include an actual syllabus if desired. Also explain how the project responds to and fulfills the course assignment.

Project Description (one page)

Describe the program, its purpose, goals, scale and extent, including relevant statistics and project details. Describe how the key design concepts respond to the program and context. Please use descriptive information to assist the jury in quickly developing a sound understanding of both the general characteristics of the project and how it demonstrates design excellence.

Response to Charter Principles (one page)

After a brief statement of the key design or policy concepts, describe the ways in which the design, plan or policy responds to and advances the principles of the Charter of the New Urbanism. While it is acceptable to briefly cite all the principles that apply in any of the Charter categories, please concentrate on a few Charter principles that this project best exemplifies. It is the responsibility of the entrant to explain, in terms of intentions and resolution, how the project exceeds the requirements of competent design and illuminates the principles of the Charter. The Charter can be found online at http://www.cnu.org/cnu_reports/Charter.pdf.

Illustrations (five-twelve pages)

Submit at least five but no more than 12 pages of illustrations. These illustrations should explain the context of the submitted project, the major elements of the proposal and the character and quality of spaces envisioned. If appropriate, include photographs or drawings of pre-existing conditions. A caption may be provided for each illustration. This caption should be printed on or affixed to the illustration. Please make captions legible and concise, and number all illustrations. Feel free to design your submission in a creative way and use the images to illustrate the project description and response to Charter principles. Please include at least one plan, map or aerial photo showing the larger context in which the project is located. The scale must be indicated graphically.

Digital Images (six total)

Send six digital images on CD or zip disk. The first image must be a title image indicating the project location (city/town and state) and including the words, “Student/Faculty Submission.” Do not include the project’s formal name or other identifying information on this or any image.

The subsequent five images should be selected from the submitted print illustrations. Any of the five images can be composed of related sub-images, but large, uncomplicated images often perform best. Please name the files with the project’s location, numbered from one to six in the order in which they should be shown. (Example: Haverhill_1 .jpg, Haverhill_2.jpg etc.)

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The digital images will be used in later phases of the judging to discuss individual projects at length. You may submit a one-page sheet of brief captions to accompany the digital images. Remember that all illustrations must follow the blind submission format.

CNU New England will retain all digital images for its permanent collection.

SUBMISSION DEADLINE AND MAILING ADDRESS

Attach the Entry Form to your completed submission binder and mail to:

CNU New England
Attention: CNU New England Awards 2007
8 Winter Street, 3rd Floor
Boston, MA 02108

Submissions must be received at CNU New England by **5:00 pm on February 15, 2007**. CNU New England will email a confirmation after your submission materials have been received. Please make sure that the e-mail address listed on the Entry Form is correct, since much correspondence regarding the program will be conducted via e-mail.

NOTIFICATION AND RECOGNITION OF WINNERS

Winners will be notified in March 2007.

CNU New England will recognize award recipients in a press release, in a publication that profiles all winning entries and at an annual awards ceremony. Both the student and sponsoring professor (if applicable) will be recognized. This year's ceremony will be held during CNU New England's regional conference, March 30, 2007, in Lowell, MA.

Winners can expect to be asked by representatives of CNU New England and the media for information about their projects and the project team.

All submitted materials will be retained by CNU New England for use as exemplars of the New Urbanism in New England in publications (online or hard copy), programs or exhibits at the Congress, and CNU New England archives. The Entry Form includes a waiver granting CNU New England rights to the material.

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Academic Entry Form

By making a submission, each entrant agrees that the information contained on the Entry Form is correct and complete, and that the entrant will hold harmless CNU New England, Inc., for any and all damage arising out of its use of the information on this sheet and in this submittal. Any errors or omissions are the responsibility of the entrant.

Submission Information

Project Name _____ Affiliated School or University _____

Contact Person (student or faculty may be used) _____ Title and Department (faculty only) _____

Street Address (Part 1) _____

Street Address (Part 2, if necessary) _____

City/Town _____ State _____ Zip/Postcode _____

Telephone _____ Fax _____ Email Address _____

Faculty or Administrative Sponsor (if contact is student) _____ Title and Department _____

Submission category:

- I. The Region: Metropolis, City, and Town
- II. Neighborhood, District, and Corridor
- III. Block, Street, and Building

Release Statement

I certify that all project designers involved, as well as any copyright holders, agree to the submission of this project to the 2007 CNU New England Awards and give CNU New England, Inc., permission to publish any and all photographs and information submitted and to obtain further information about the project named above. I release and authorize CNU New England, Inc., to use all such materials.

Signature and Date: _____, 2007

Participant Identification

List all entities involved in the project team along with contact information below (e.g. student designers, faculty, academic institutions, photographers, and other).

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Academic Submission Material (First Page of Binder)

PROJECT INFORMATION SHEET

Submission Category

Check the most appropriate box for one of the three Charter categories. This selection does not constrain your project in an absolute category but rather serves as a reference point for our jurors.

- I. The region: Metropolis, city, and town
- II. The neighborhood, the district, and the corridor
- III. The block, the street, and the building

Project Characteristics

Check all those that apply to your submission:

- Public Policy Program
- Regional/Town Plan
- Transit-Oriented Development
- Greenfield Development (previously undeveloped land)
- Infill Development (previously developed land)
- Traditional Neighborhood Development
- Features Affordable/Subsidized Housing
- Public Space (parks, plazas, streetscapes, etc.)
- Green/Sustainable Urbanism

Check the box that most closely describes your submission:

- Purely hypothetical
- Based on a real development possibility
- A real project working with real stakeholders

Location of Project (city/town and state): _____.

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Course/Assignment Description (one page)

Describe the academic course and specific assignment associated with the submission, if applicable. You may include an actual syllabus if desired. Also explain how the project responds to and fulfills the course assignment.

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Academic Submission Material

Project Description (one page)

Describe the program, its purpose, goals, scale, and extent, including relevant statistics and project details. Describe how the key design concepts respond to the program and context. Please use descriptive information to assist the jury in quickly developing a sound understanding of both the general characteristics of the project and how it demonstrates design excellence.

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Academic Submission Material

Response to Charter Principles (one page)

After a brief statement of the key design or policy concepts, describe the ways in which the design, plan, or policy responds to and advances the principles of the Charter of the New Urbanism. While it is acceptable to briefly cite all the principles that apply in any of the Charter categories, please concentrate on a few Charter principles that this project best exemplifies.

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Academic Submission Material

(Please remove this page from your binder)

Illustrations (five to twelve pages)

Please insert the illustrations into the binder at this point and remove this page.

Submit at least five but no more than 12 pages of captioned illustrations. These illustrations should graphically demonstrate the context of the project, the major elements of the proposal, and the character and quality of places envisioned. Include at least one plan, map, or aerial photo showing the larger context in which the project is located. The print images will be the jury's first glimpse of the project.

Images should be printed on 8.5" by 11" paper or inserted in plastic sleeves and may be black and white or color. Illustrations may include photographs, plans, renderings, charts, and print-outs of presentation slides. The images may include text in addition to separate captions. Pages or illustrations should be numbered to designate the viewing order.

Jurors tend to appreciate one large, clear image per page but it is acceptable to compile multiple images and/or texts on one page.

Remember that all illustrations must follow the blind submission format. Proper names must be blocked out electronically, with opaque tape or white-out.

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Academic Submission Material (Last page of binder)

Digital Images (six total)

Place your CD or zip disk in the front of your binder.

Your first digital image must be a title image indicating the submission category and project location (city/town and state). Do not include the project's formal name or other identifying information on this or any image. The subsequent five images should be selected from the submitted print illustrations and should include at least one plan, map, or aerial photo showing the larger context in which the project is located. Any of the five images can be composed of related sub-images. Please name the files with the project's location, numbered from one to six in the order in which they should be shown (Example: Haverhill_1 .jpg, Haverhill_ 2.jpg etc.).

You may use the space below for brief captions for the images.

Captions

1. Title Image: (project category and location.)
- 2.
- 3.
- 4.
- 5.
- 6.