

Organising International Design Competitions & Award Schemes

- International design competitions,
- International design competitions for students of design,
- International design award schemes

International Council of Graphic Design Association (Icograda)
International Council of Societies of Industrial Design (ICSID)
International Federation of Interior Architects/Designers (IFI)

I N T R O D U C T I O N

The graphic, industrial and interior design professions are represented at international level by three main organisations:

- **International Council of Graphic Design Association (Icograda)**
- **International Council of Societies of Industrial Design (ICSID)**
- **International Federation of Interior Architects/Designers (IFI)**

They have jointly prepared and published separate regulations and guidelines for the conduct of

- **international design competitions,**
- **international design competitions for students of design,**
- **and international design award schemes,**

which have been brought together in this booklet. The regulations and guidelines are preceded by explanatory comments to help organisers and promoters, as well as designers and others submitting work for selection, to understand them and to apply them effectively. This booklet also has the objective of stimulating a wider and more informed interest in design competitions and award schemes.

The Secretariat of Icograda, ICSID or IFI will be glad to advise organisers on the formulation of conditions and rules for competitions or award schemes, on the selection of judges, and on the prizes or awards to be offered.

General Considerations

The normal, and usually the most economical, way of resolving a design problem is through a contract for the services of carefully chosen designers, or a design team, or a design company and through close contact and collaboration between client and designers.

But there are occasions when the organisation of an international competition makes good sense. Ideas may be obtained from designers with whom the organiser might not otherwise have had contact, a design problem with international aspects may attract the right solution from the international community of designers, and useful publicity may be obtained for organisers and designers.

Award schemes differ from competitions in that they are aimed at evaluating and recognising existing work. They have the purpose of illustrating and defining today's design standards, and of disclosing trends which will influence the designs of the future.

Organisers of design competitions and award schemes should, however, take into account the considerable amount of planning, hard work, and expenditure which will usually be needed to produce successful results.

Why Regulations and Guidelines?

The regulations must be observed without exception in order to receive the approval and endorsement of the international design organisations.

The guidelines should be considered carefully and applied as far as possible, but they are not mandatory and therefore allow for some flexibility to suit the special needs of organisers. Clauses in the guidelines need not therefore be observed if they are not considered applicable in a particular case.

Terminology

It is recommended that any material which is circulated or published should refer to ,terms', ,conditions' and/or ,rules' rather than ,regulations' or ,guidelines' to distinguish them from the regulations and guidelines of the international organisations contained in this booklet.

International Design Competitions for Professional Designers

• open competitions

The organisers of an open competition will present the objectives and rules of the competition to a big international audience of professional designers, and will offer attractive prizes in return for their interest and participation.

The reason for choosing an open competition is therefore to obtain a large number of entries and to rely on the statistical probability of quantity producing quality - provided always that the theme of the competition is attractive to potential entrants.

As there will usually be no direct contact between the organisers and the competitors, misunderstanding and wasted effort may result if the competition's objectives and rules are not presented in a clear, concise, and accurate form.

• limited competitions

Limited competitions are usually a more effective way of resolving a design problem. They allow selected designers from different countries to compete on equal terms and to be adequately briefed. Designers are encouraged to take the competition seriously because they receive a basic fee as well as have the opportunity to win a prize and eventually a contract. Limited competitions are therefore more likely to result in the submission of relevant and carefully prepared work.

As each alternative has advantages as well as disadvantages, organisers should consider carefully before making their choice whether open or limited competitions would best suit their objectives and budgets.

International Design Competitions for Students of Design

Students are normally eligible to enter open competitions as defined above.

Organisers and sponsors of competitions **exclusively** for students should however conform with the regulations prepared specifically for this purpose by the international bodies.

Schools and colleges and their students should take careful note of the guidelines prepared by the international bodies, which are aimed at safeguarding their interests.

The regulations and guidelines for international design competitions, although aimed primarily at professional designers, also apply in large measure to competitions for students, and should be read in conjunction with the regulations and guidelines for students.

Consultation with schools, colleges or other appropriate educational institutions is recommended to ensure that competitions have educational relevance and support from educators and students.

Important notice !

- **Competitions for students should not be regarded as a cheap way of obtaining design work. Students should receive payment, prizes, and publicity, and their copyright should be respected, on terms which are reasonably comparable with those provided for professional designers of equivalent work.**
- **Because design projects are mostly projects you need high experience, organizers should think if their problem should or can be solved by students.**

International Design Award Schemes

As indicated above, award schemes are aimed at evaluating and recognising existing work. They are the subject of separate regulations and guidelines, although these conform in the main with those governing design competitions, which should also be read by organisers and promoters.

Because award schemes can provide an exciting and informative demonstration of outstanding design work, they will be strongly supported by the international bodies where the regulations and guidelines are properly observed.

Pre-selection committees, which must have at least one member from outside the promoter's own country, may be set up for award schemes, where the judges would otherwise have to consider a very large number of submissions.

Cash prizes, or the right to convert prizes in kind into cash, are not mandatory in the case of award schemes as they are in the case of competitions. Prizes may, for example, take the form of medals, trophies, or certificates.

An important difference between award schemes and competitions is that entries for award schemes, some of which may be known to the judges, are not made anonymously. To ensure the same treatment for all entries, the names and addresses of entrants should be shown with all submissions.

How to get Support from Design Organisations and Professional Associations of Designers

Organisers are of course free to initiate design competitions and to arrange for them to be administered as they see fit.

However, competitions which are not organised in accordance with the regulations and guidelines published in this booklet will not be approved or supported by the three international

organisations, or by the national professional associations which are their members. Designers are internationally asked not to participate in such competitions.

Competitions which conform with the regulations are therefore more likely to receive positive publicity and to attract more and better entries.

Further support can be given in the form of an official endorsement by the international design organisations. However, this endorsement will relate to specific competitions only and will take time to process after application. Fees are payable for each competition held. Advice can be obtained from the Secretariats.

How to get Designers to Participate

Apart from making sure that they conform with the regulations, organisers should consider other ways of obtaining effective participation from designers in their competitions. They should in particular try to obtain the right balance of entries from established, expert designers and from less well known, often younger, designers.

The most important requirement is to attract the interest and inspire the talent of designers. The design project which is put to them should be out of the ordinary, stimulating, and based on a challenging theme.

The definition of the project and theme in the material which will be read by designers should be complete and concise. There should be no doubt about the way in which entries should be prepared and submitted, with appropriate information about form, size, colour, models, drawings, and all appropriate information about form, size, colour, models, drawings, and all other requirements. This will enable designers to compete on equal terms with a clear understanding of what is required of them, and the judges to have a firm basis for evaluation and selection.

Designers should also be given ample time to undertake the necessary research, consider alternative solutions, and to undertake sketching and experimental work. This creative process takes time, and designers will need to fit it in with normal work for their clients.

There should be no entrance fee for participation in competitions, except where it is necessary to recover costs relating to expensive material provided to entrants, in which case the amount recovered should be kept as low as possible.

Prize money will of course often be the main attraction for designers, and if it is fixed at a generous level more entries will be attracted. There should normally be a minimum of three prizes, not only to reward more than one designer for entering good work but also to attract more entries. It should be made clear that the prize money does not include remuneration for the use of designers' copyright, which should be a matter for separate negotiation. The conditions and rules of competitions should leave no doubt in designers' minds that their entry is not the same as offering their work for commercial purposes. Therefore the terms and remuneration which would apply to the use of that work for such purposes should be specified. Any proposal to reproduce entries in catalogues, books, electronic media, exhibitions etc., must be clearly stated in the rules

together with any provision for payment for this purpose.

Prizes in kind rather than cash, for example free travel and accommodation, should be convertible into cash prizes of equivalent value at the request of prizewinners.

The choice of judges will have a strong bearing on the success of the competition. Judges should have the right qualifications, experience, and mix of nationalities. Trust in their competence and objectivity will encourage designers' participation. For this reason, the name, professions/job titles and nationalities of the judges should be announced in conjunction with the initial announcement of the competition.

The quality of the entries alone should determine the selection of the prizewinners. For this reason, the names of designers entering work should not be known by the judges until their choice has been made. Pre-registration of entrants should, for the same reason, be avoided. The principle of anonymity does not, however, apply in the case of award schemes.

All work submitted should be returned to entrants as the work is a unicate, unless the rules, in the case only of award schemes, make it clear that entries will be retained for inclusion in archives, museums, etc.

Selection the Judges

As indicated in the previous section, it is most important to appoint judges - men and women (if possible in equal proportion) - of the right competence and standing. A majority of the judges should be practising designers, capable of recognising good and original work. Judges who are not practising designers should also have the ability to make relevant contributions to the selection.

Judges and members of their families, or their studios, or their team are excluded from competing. The same applies for pre-selection committee members.

To satisfy the requirement for international status, a majority of the judges must not come from one country, and as many different countries of as many different world regions as possible should be represented, with a balance between different national tastes and traditions. An international world-wide competition or award scheme should have judges who represent all five continents. Although greater expense may be involved in bringing judges from different countries together, a truly international mix of judges will help in obtaining good entries, fair results, and good publicity.

INTERNATIONAL DESIGN COMPETITIONS

The intention of an international design competition is to obtain original and unpublished /unproduced solutions to a given project or theme.

To this end individual designers or teams of designers are invited to enter their designs and shall be offered prizes related to the complexity and importance of the subject of the competition.

A design competition is a procedure in which two parties, the promoters and the designers, are involved and interacting: thus the success of a design competition depends on competition rules which can satisfy the interests of both.

The following Regulations and Guidelines have been drawn up to secure results for the promoters and fairness for the competitors and shall apply to the design competitions whenever designers in more than one country are addressed.

The Regulations are binding on promoters of design competitions who expect the participation of members of the national societies represented with Icograda/ICSID/IFI.

The Guidelines are recommendations which promoters are strongly advised to follow.

Icograda/ICSID/IFI officers and officials will advise promoters in drawing up competition conditions and rules and in appointing judges for design competitions.

Members of the national member societies of Icograda/ICSID/IFI are expected not to compete in international design competitions which any of these bodies has announced, are in contravention of these Regulations, or to take part in the judging of such competitions.

Open Competition

A competition which may be entered by any number of individual designers or design teams.

Open competitions may be restricted to particular categories of designers e.g. students or designers under a specified age.

Limited Competitions

A competition restricted to two or more individual designers or design teams selected by the promoters.

• OPEN COMPETITIONS

Regulations

1 Jury

- a The promoters shall first appoint a panel of five or more judges - men and women -, whose names shall appear in the conditions and rules of the competition.
- b The majority of the members of the jury shall be practising designers selected by merit relevant to the competition concerned.
- c The judges shall be selected from different countries of different world regions and no one country shall have a majority representation on the jury.

2 Eligibility

The promoters shall make clear on announcing the competition to which category of individuals, designers or other, it is addressed and who can submit work to be judged. In this connection the promoters shall state that individuals directly or indirectly concerned with the competition and members of their families, or their studios, or their team are excluded from competing as well as from carrying out, or assisting in carrying out the project which was the subject of the competition after the awards have been made.

3 Time and Subject

- a The promoters shall give adequate time in relation to the complexity of the subject of the competition between publication of the conditions and rules and the closing date of the competition. This period shall **normally be six months and under no circumstances be less than three.**
- b The competition conditions and rules shall clearly define and explain the subject and purpose of the competition and state precisely what submissions (drawings, visualisations, and/or models and specifications etc.) are required. The competition brief shall be fully informative on all aspects of the competition.
- c All designs entered shall be submitted to the jury.

4 Anonymity

- a Each design shall be accompanied in a sealed envelope, by a declaration signed by the competitor or joint competitors, stating that the design has not been published or produced prior to the competition and that the design is his/her or their personal work and that the submissions have been prepared by or under supervision of the entrant.
- b No design submitted shall be signed or otherwise bear any distinguishing mark.
The name and address of the competitor shall be contained in a sealed envelope and the design shall be numbered by an independent intermediary in order of receipt and prior to the day of submission of the entry to the jury.

5 Restrictions

- a A design shall be excluded from the competition:

- 1 If received after the advertised closing date for the receipt of submissions unless delayed in transit when it may be included at the discretion of the jury.
- 2 If it does not fulfil the binding clauses laid down in the competition conditions and rules.

6 Prizes

a In deciding what prize should be offered, the promoters should take into account the speculative nature of a competition from the competitor's point of view.

The prizes, together with any further professional fees for design development, should be substantially higher than the fee which would normally be paid for the same design project if it were undertaken as a direct professional commission.

b The promoters shall clearly define the number of prizes and the monetary value of these and whether the jury, at its discretion, may withhold the total prize money or divide it in other proportions.

7 Protection

The promoters are responsible for the safety of all designs and other submissions received, and when appropriate, are advised to insure them against damage or loss in handling, until they have been returned to the competitors.

8 Copyright and Patents

a It is the responsibility of the competitor (originator) to protect his design by copyright or patent application if he should wish, before its submission to the promoters.

b The payment of the prize money gives the promoters an option on the use of the prize-winning designs for three months from the day the jury has agreed on the awards.
The reproduction rights are always subject to the payment of a fee or royalty.

c If the promoters wish to take a three months's option also on the use of any design entered in the competition which has not received a prize, they may do so against payment to the competitor of a fee to be agreed between the promoters and the competitor concerned.

d The promoters may not alter or amend in any way the work submitted without the written agreement of the originator.

e The copyright shall remain the property of the originator.

9 Design Development

a When it is intended that prize-winning or other designs are to be reproduced or produced, distributed or transmitted, or otherwise carried out in any form, the responsible competitor shall be commissioned to develop the design to the requisite stage.

b If it is not intended that the winning design shall necessarily be reproduced or produced, distributed or transmitted, or otherwise carried out in any form, this shall be clearly stated in all advertisements and in the conditions and rules of the competition.

c If the successful competitor has not available the experience or facilities necessary for the

successful completion or production, or is unable to undertake such work within a reasonable period after the result of the competition has been announced, then a consultant or design organisation may be recommended by the jury to collaborate with the competitor.

10 Report

A full report of every competition once the cycle of judging has been completed must be rendered to the Executive Board of Icoграда, ICSID or IFI (as appropriate) by the organisers.

This report should include details of the number of entrants, the judges, the names of the winners and comments by the judges on the quality of the work submitted.

Guidelines

1 Jury

a The high value of the time of internationally recognised designers and the great responsibility involved in judging international competitions must be taken into consideration when assessing what an appropriate honorarium should be.

b The promoters shall pay the judges' travelling and hotel expenses as applicable, and an appropriate honorarium for their services.

2 Duties of the Judges

a The judges shall attend all meetings of the jury.

b The judges shall elect a chairperson from among themselves and decide on their voting procedure.

c The judges shall examine all the designs submitted by the competitors, determine whether they conform to the conditions and exclude any which do not.

d The judges shall prepare a report stating their reasons for the awards.

e No decision shall be taken by the jury unless in full session.

3 Independent Intermediary/ or moderator

a An independent intermediary shall be appointed to act between the promoters, the jury and the competitors. The name of the intermediary shall be announced at the same time as the announcement of the competition.

b The intermediary shall be responsible for the receipt of the entries. He/she must ensure that the anonymity of the competitors is preserved at all times.

c Competitors may send written question to the intermediary within a time limit stated in the conditions and rules of the competition.

d The intermediary shall communicate to the jury or to a judge or judges appointed by them, the written questions received from competitors without disclosing their names, and see that all the questions together with the answers given by the jury are transmitted to all competitors by a

date which is to be given in the conditions and rules of the competition.

e The intermediary shall open the entries submitted by the competitors at the expiration of the time fixed for the competition, keep a register of the documents and work received, and hand over to the jury the register, the documents, and the work.

f At the close of the competition or following any subsequent exhibition of entries the intermediary shall undertake all necessary steps to ensure the return of their work to competitors.

g The intermediary may not act as a secretary to the jury nor take part in their work in any way whatsoever.

Payment and Information

4 Prizes

a The prize money shall normally be paid within one month after the announcement of the awards.

b In countries where currency restrictions are in force, it is the responsibility of the promoters to arrange for permission to remit the prize money to foreign participants.

c All competitors shall be advised in writing of the names of the winners of the prizes within two months of the closing date of the competition.

5 Exhibition

a All competitors shall be informed at the latest within two months of the closing date of the competition, whether or not the promoters intend to arrange a public exhibition or otherwise intend to publish designs submitted.

Unsuccessful competitors shall have the right to refuse publication of their work.

6 Return and Protection

a All entries not awarded prizes shall be returned if appropriate, carriage paid by the promoters, to the competitors within two months of the closing date of the competition, or within twelve months if they are exhibited or otherwise published. Any variation of these periods of time shall be specifically stated in the competition conditions and rules.

• LIMITED COMPETITION

All regulations applicable to open competitions apply equally to limited competitions with the following additions:

a In a limited competition each participant shall be paid an equal fee in accordance with the work involved. Such a fee shall be substantially higher than the fee normally paid for a similar design project, or stage of a similar design project, undertaken as a direct professional commission.

b The names of all designers participating shall be made known to each at the time of their being invited to participate.

INTERNATIONAL DESIGN COMPETITIONS FOR STUDENTS OF DESIGN

The main objectives of student design competitions **should be educational** and should add significantly to **students' understanding and experience of design**.

Design competitions for professional designers in practice may also be open to graphic, industrial, and interior design students. Competitions may also be arranged exclusively for student participation.

In general terms the Icograda/ICSID/IFI Regulations and Guidelines governing the Conduct of International Design Competitions will apply to student competitions in both open and limited categories.

These Regulations and Guidelines for student competitions should therefore be read in conjunction with the regulations and guidelines for professional designers.

Conditions and rules for international student competitions shall observe all relevant clauses of the regulations and guidelines document. Failure to do this may result in Icograda/ICSID/IFI (as appropriate) not being able to approve and endorse the competition.

Design students are advised not to enter competitions for professional designers or for students which have been announced by Icograda/ICSID/IFI as being in contravention of one or both regulations and guidelines documents mentioned above.

1 Competitions open to both professional designers and students of design

Regulations

To be observed by promoters

a Promoters offering separate sections for student participation with separate awards, must make this clear in the competition conditions and rules. Otherwise student participants compete on the same terms, and are eligible for the same ancillary benefits and protection as the professional competitors.

b Student competitors will normally be expected to have obtained the prior agreement of their department to participate since the competition entry may be prepared in class as a school/college project. Entry forms should indicate this endorsement and supply the name of the supervising tutor.

Guidelines

To be observed by students and schools/colleges

a In the event of a student entry receiving an award and/or being selected for production, any allocation of the award fee or other recompense between the student and the school should be

in accordance with a prior agreement or understanding established between the student and the school. Neither the promoters nor Icograda/ICSID/IFI can be involved in any dispute in this context.

2 Competitions open only to students of design and design schools/colleges

Regulations

To be observed by the promoters

- a The competition conditions and rules shall clearly define and explain the subject and the objectives of the competition; the brief shall be informative on all aspects of the competition.
- b The extent to which members of the teaching staff may assist or participate in entries must be clearly stated in the competition conditions and rules. If collaborative or group entries are allowed then this must also be clearly stated.
- c The prizes for student competitions may vary according to the objectives/complexity of the competition and the status of the promoter.
- d Should one of the competition objectives be commercial, or promotional, the Clause 8 (Copyright and Patents) of the Icograda/ICSID/IFI Regulations and Guidelines for professional designers must be complied with. Any payment for the commercial production or development of a competition entry should be comparable to a normal professional fee.
- e All submissions selected for awards or prizes shall be dispatched, carriage paid by the promoters, to the participants within two months of the closing date for submissions, or within twelve months if these are exhibited or otherwise publicised. Any divergence from this clause shall be specifically stated in the conditions and rules.
- f A full report of every competition once the full cycle of judging has been completed must be rendered to the Executive Board of Icograda/ICSID/IFI (as appropriate) by the organisers. This report should include details of the number of entrants, the judges, the names of the winners, and comments by the judges on the quality of the work submitted.

Guidelines

To be observed by students and Schools/Colleges

- a Students should enter competitions entirely of their own free will and be in general agreement with the objectives of the competition, taking into account curricula, timetables, available facilities, and the students' educational progress.
- b Competitions can also be arranged so that they conform to and become part of the school curriculum.

c All questions of possible allocation of awards between a student and his/her school shall be in accordance with clause 1a of the Guidelines to be observed by students (see above).

Other Competitions

A distinction must be made between competitions organised for professional designers and/or for design students and competitions open to pupils and students generally (e.g. Children's art competitions).

In the latter case professional standards will not apply and such competitions will be outside the scope of these Regulations and Guidelines.

INTERNATIONAL DESIGN AWARD SCHEMES

International design award schemes differ from international design competitions insofar as they do not require participants to produce original designs.

The main objectives of award schemes are to recognise the merit of existing work, to raise standards of design and to promote the better and wider use of design.

Awards made through such schemes may take the form of medals, trophies, certificates, and the like.

Cash prizes, if offered may be of lesser value than those for design competitions.

Promoters should decide which award policy would best serve their particular awards scheme.

The Regulations and Guidelines for international design award schemes conform in the main with those governing design competitions, subject to differences in objectives and methods.

Icograda/ICSID/IFI officers and officials will advise promoters in drawing up conditions and rules and in appointing judges for design award schemes.

Members of the national member societies of Icograda/ICSID/IFI are expected not to compete in international design competitions which any of these bodies has announced, are in contravention of these Regulations, or to take part in the judging of such competitions.

Regulations

1 Jury

a The promoters shall first appoint a panel of five or more judges - men and women (if possible of equal proportion) -, whose names shall appear in the conditions and rules of the awards scheme.

b The judges shall be selected from different countries of different world regions: no one country shall have a majority representation on the jury. An international world-wide award scheme should have judges who represent all five continents. The number of practising designers selected by qualities relevant to the award scheme concerned, shall not be less than that of other experts.

2 Pre-selection committee

a In the case of design award schemes organised to attract a large number of submissions, the promoters may set up a special pre-selection committee. This shall apply in cases where it is deemed necessary to convene a jury meeting for more than two or three days.

b The promoters shall appoint five or more committee members - men and women (if possible of equal proportion) - selected by merit of which practising designers shall constitute no fewer than half. The committee shall include a minimum of one member from outside the promoter's own country.

3 The promotor's duty

a The conditions and rules of the award scheme shall provide full information on the composition and function of the pre-selection committee, as well as on the methods and criteria to be used in the judging.

b The promoters have to make arrangements that the jury can review the design works, which were not selected by the pre-selection committee.

4 Time for submissions

The promoters shall allow adequate time between publication of the conditions and rules and the closing date for submissions.

This period shall normally be six months and under no circumstances be less than one month.

5 Objects, subject and other information

The conditions and rules shall clearly define and explain the objects and subject of the award scheme, and full information shall be provided on all aspects of the scheme.

6 Identification of submissions

Since existing designs may be known to the judges, the names and addresses of participants should be shown with all submissions.

7 Awards and prizes

The promoters shall clearly define the form and number of awards and prizes. If cash prizes are included their value should be stated.

It should also be stated whether the jury, at its discretion, may withhold the awards or prizes or divide the total prize money in other proportions.

8 Protection of submissions

The promoters are responsible for the safety of all designs and other material submitted.

9 Report

A full report of every scheme, once the full cycle of judging has been completed, must be rendered to the Executive Boards of Icograda/ICSID/IFI (as appropriate) by the organisers. This report should include details of the number of entrants, the judges, the names of the winners, and comments by the judges on the quality of the work submitted.

Guidelines

1 Jury

The promoters shall pay the judges' travelling and accommodation expenses as applicable and an appropriate honorarium for their services.

2 Duties of the Judges

- a The judges shall attend all meetings of the jury.
- b The judges shall elect a chairperson from among themselves and decide on their selection and voting procedure.
- c The judges shall examine all the designs submitted by the participants, determine whether they conform to the rules and conditions, and exclude any which do not.
- d The judges shall prepare a report stating their reasons for their awards.
- e No decision shall be taken by the judges unless in full session.

3 Arrangements for making awards and prizes and providing subsequent information to participants

- a Awards shall be presented and prize money paid within one month after the announcement of the awards.
- b In countries where currency restrictions are in force, it is the responsibility of the promoters to arrange for permission to remit the prize money to foreign participants.
- c All participants shall be advised in writing of the names of the winners of the awards and prizes within two months of the closing date for submissions.

d All participants shall be informed within two months of the closing date, whether or not the promoters intend to arrange an exhibition or otherwise intend to publicise designs submitted.

4 Return of submissions

All submissions not selected for awards or prizes shall be dispatched, where appropriate, carriage paid by the promoters, to participants within two months of the closing date for submissions, or within twelve months if these are exhibited or otherwise publicised. Any divergence from this clause shall be specifically stated in the conditions and rules.

5 Independent Intermediary/ or moderator

a An independent person shall be appointed to act as an intermediary between the promoters, the judges and the participants. The name of the intermediary shall be announced at the same time as the announcement of the award scheme.

b The intermediary shall open the submissions at the expiration of the time fixed, keep a register of material received, and hand over to the judges the register and material.

c The intermediary may not act as a secretary to the jury nor take part in their work in any way whatsoever.

A P P E N D I X

- Checklist for Organisers and Sponsors

a Decide on objective and theme.

b Consult Icograda/ICSID/IFI for advice if needed, and for conditions of official endorsement.

c Decide whether an open competition, a closed competition, a competition for students, or an award scheme would meet the objective most effectively.

d Prepare budgets (including decisions on prize money) and timetable.

e Select judges and agree on their remuneration and expenses.

f Prepare detailed information and rules in conformity with the regulations and guidelines of international bodies. Check conformity with Icograda/ICSID/IFI. Apply for official endorsement if desired. Allow time for consultation between international organisations.

g Send out information and publicity.

h Organise effective arrangements for the receipt and care of work submitted or, in the case of award schemes, requested, including adequate insurance against loss or damage.

i Organise procedures for selection, ensuring that all judges are properly briefed on them and that their meetings are properly chaired and minuted.

j Announce and publicise judges' decision.

k Organise exhibition/reception if any.

l Present prizes/awards, at exhibition/reception if appropriate.

- m Produce a report on the competition/award scheme for sponsors, participants, press, Icoagrada/ICSID/IFI, etc.
- n Return entries if appropriate.
- o Check final costs against budget.

- Outline Draft of Rules and Conditions for an International Design Competition

The outline draft in this section has been prepared to help organisers and promoters to produce brochures, leaflets or other material inviting designers to participate in competitions and setting out the rules and conditions.

XYZ (company, association or organisation)

(the promoter presents information on its nationality, history, main field of operation, status in market or other matters relevant for competing designers)

invites entries for a competition with the

Object of

(definition of the theme or object of the competition)

Endorsement

(if competition is endorsed by Icoagrada/ICSID/IFI, this should be mentioned)

Form of Competition Entry

(specifying all necessary requirements, technical and others)

Closing Date

(specifying the last date, day and hour, by which an entry must be received, with the receiving address)

Right to Participate

(specifying competition's primary target group of designers as well as any who are excluded from participation)

Excluded from Competition

(definition or grounds for exclusion)

Anonymity

(guarantee of anonymity of entries to be considered by judges together with advice on procedure to ensure this)

Judges

(specifying number and monetary values of prizes in defined currency)

Prizes

1st ... 000

2nd ... 000

3rd ... 000

(date by which prizes will be paid)

(statement that prizes may be withheld if entries do not meet required standard, if this is contemplated and approved by judges)

Remuneration, Reproduction Rights

(specifying how designs, prize winning or not, will attract remuneration if and when accepted for commercial use)

Publication of Judge's Decision

(promise to inform all participants of result of the competition as soon as possible)

Intermediary/ or moderator

(role of the intermediary explained)

Insurance

(promoter's acceptance of obligation to insure all entries)

Return of Entries

(promoter's acceptance of obligation to return all entries to participants)

Exhibition (if any)

(details of time, form and duration of any intended exhibition)

Promoter's Full Name**Address**

Date (of issue of invitation)

For advice on the organisation of international design competitions or award schemes please contact the secretariat of either Icoграда, ICSID or IFI (as appropriate).

Helmut Langer

Past President of ICOGRADA

International Competition Chairman