

# 2024 ENGINEERING EXCELLENCE AWARDS

## IMPORTANT DATES & CHECKLIST

### IMPORTANT DATES:

**October 27, 2023: Deadline for Initial Entry Form**

**December 8, 2023: Deadline for submission of materials and entry fee**

December 11-15, 2023: Judging of ACEC Washington entries (both tracks)

January 5, 2024: All materials must be submitted to ACEC National

January 17, 2024: A company representative must be available by phone (National Entries)

**February 2, 2024: ACEC Washington Awards Presentation**

February 16-18, 2024: National Awards Judging

May 15, 2024: Engineering Excellence Awards Gala in Washington, D.C.

### QUESTIONS?

Contact: Claire Inslee

425-453-6655

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*Note: All entries (National and State) must follow ACEC-WA submittal requirements. Only those entries selected as eligible for National Awards must follow the additional ACEC National submittal requirements. Please note, only projects located within Washington State are eligible for Best in State awards.*

### SUBMISSION CHECKLIST FOR ENTRIES

#### All Projects

- Official Entry Form
- Do the dates fall within the range of November 1, 2021 and October 31, 2023?
- Do I have the signature of the Firm's Principal?
- Do I have the signature of the Client/Owner?
- Have I uploaded a one-page letter from the Owner/Client?
- Is the Executive Summary limited to **one page and singled spaced?**
- Is the Project Description limited to **six pages?**
- Have I uploaded a digital version of the 30"x30" panel?
- Have I uploaded the six photographs?
- Are they labeled with proper captions?
- Are all the documents, photos, and panel uploaded to the submission portal?

#### National Projects

- Did I upload three photos of the completed project?
- Did I upload three photos of the planning, start-up, and/or construction phase of the project?
- Please be sure the contact on the Official Entry Form will be available on January 17, 2024.
- If this is a Category A submission, have I included supplemental report documentation?