



# SEAoA 2024 Excellence in Structural Engineering Awards Call for Entries - Checklist March 11, 2024

## ELIGIBILITY REQUIREMENTS

- Entry must be submitted by a licensed Professional Engineer (P.E.) or Structural Engineer (S.E.) whose practice or activity is primarily in the field of structural engineering.
- At least one project team member MUST BE A FULL MEMBER OF SEAoA. (“Team member” is defined as someone who played an important project role and was active in vital project functions such as team management, decision making, design, calculations, details, etc.; however, not necessarily all).
- Projects must have been completed between January 1, 2021 and March 31, 2024**, or must be sufficiently complete such that they clearly show the basic design of the structural system.

## ENTRY REQUIREMENTS

To complete the submission, the following is needed:

- Main Submittal: A description of the entry outlining the significant aspects of the entry and their relationship to the relevant judging criteria.
  - 800 words maximum
  - Photographs during construction and of the completed structure. Minimum of four, not more than 12.
  - Plans or sketches may be included (not more than two pages total, 11” x 17” maximum)
- In addition to the main entry submission the following items are also to be submitted for award presentation and publication use.
  - A 100-word project summary in Word format
  - Project photographs (4 minimum, jpg/jpeg format) during construction and of the completed structure.

## SUBMISSION REQUIREMENTS

- Entries shall only be made by current SEAoA members that were design team members. (Please check SEAoA website roster for current membership status.)**
- Submitted materials must clearly and concisely cover the Entry Requirements.
- The award main submittal is to be one electronic (pdf) file. It should read as one document and shall be organized as follows:
  - A Cover Sheet with firm’s name, Project name, and award category
  - A completed SEAoA Award of Excellence in Structural Engineering Competition **Entry Form**.
  - The “Entry Requirements” as stated above
- It shall be submitted to Sal Caccavale at [seccbc@cox.net](mailto:seccbc@cox.net) no later than Entry Deadline stated herein.**
- One bound, hardcopy of the award submittal shall be submitted within two weeks of the Entry Deadline:
  - Labeled as “Submission for SEAoA Excellence in Structural Engineering Competition,” and mailed or delivered to: Sal Caccavale, 6601 E. Cooper St., Tucson AZ 85710.
  - A notification email shall be sent to [seccbc@cox.net](mailto:seccbc@cox.net) that a submittal is being delivered or was mailed.

## POSTER DISPLAY REQUIREMENTS

- Applicants are requested to provide one standard 30” x 40” foam core poster board for display at the next SEAoA Conference & Convention in 2024 (June 20 & 21, 2024)
- The applicant is responsible for getting the board to the convention location by Thursday afternoon before the afternoon session convention begins. Also, if you have an easel that could be used, it would be very helpful.
- The applicant is responsible for picking up the poster after the convention is over on Friday afternoon.

## OTHER INFORMATION (INCLUDING DEADLINE FOR ENTRIES)

See SEAoA Website ([www.seaoa.org](http://www.seaoa.org)) for current “Call for Entries”.