

01-12-11

YAF - Meeting Notes

Chairman: Noé Ramirez, AIA

Speaker: Jim Evans, AIA

(2010 Winner of the Ben Brewer Young Architect Award and the 2010 TSA Award for Young Professional Achievement)

Topic: **Submitting your Portfolio for the Young Architect of the Year Award**

**Timeline-**

- Consider a couple of years in advance when to apply
- This year the submission date is: 03/04/11 at 3pm.
- TSA deadline has not been listed. Call for entries will be in March.
- Plan for a couple of months to gather information needed, including pictures, drawings, etc.
- Plan for 1 ½ month once you have all the gathered information to put into a format.

**Reference Letters-**

- Ask about 1 year ahead of time.
- Ask for them back about 2 weeks before submission
- Get a variety of references
  - Professors
  - Contractors
  - Clients
  - Other Architects
  - Civil Organizations
- For TSA there was a limit on Reference letters could only be 1 page in length
- For TSA there was a limit on number of references (5)
- For TSA – Reference letters need to be addressed to TSA not AIA Houston

**Bio-**

- Jim stated in his bio of work was from School up to Submission Date
- Bio text must be written in an interesting manner to keep the readers attention. This is a key point as the reviewer might look close at this part than any other.

**Portfolio-**

- We looked at past winners and Jim's portfolio
- Jim's portfolio was in a Book format
- He had the book made by an on-line publisher.
- Formats have varied from 3 ring binders to self made covers.
- TSA has a very specific format
- Key point is to be Very Specific on what role you played on projects and responsibilities.
- If you are including photos that you did not take, be sure to have permission and document the photographer.

**Other-**

- For questions about the submission process please email Rusty Bienvenue at [rusty@aiahouston.org](mailto:rusty@aiahouston.org)
- Volunteering for AIA events or participation with AIA is a plus.
- You can submit for the TSA award even if you are not selected as the AIA Ben Brewer winner.
- Next meeting will be Feb 9<sup>th</sup> noon to 1pm here at AIA Houston- Will be going over events for the year.

**End.**