

OUTCOME  
(OF) DESIGN  
AWARDS  
Submission  
Guidelines

AMERICAN  
SOCIETY OF  
INTERIOR  
DESIGNERS



IN PARTNERSHIP WITH



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## SUBMISSION GUIDELINES

The 2018 Outcome of Design Awards requires submissions to be completed online. This is a detailed summary of the online submission form for reference purpose only. Applicants can submit one or multiple projects that are eligible, provided only one application may be submitted for each project.

### Eligibility Requirements for Projects

- Projects must have an interior design focus.
- Projects must have documented evidence that demonstrates the positive outcome of design.
- Projects must have been completed and ready for occupancy after July 1, 2013.
- Projects must have been occupied for at least six months prior to the award submission date.
- Clients of the project must agree to the submission, a site visit during the finalist judging period, and if a finalist, participation at the Outcome of Design Conference in Chicago on March 21-22, 2019.
- Applicants must secure the written approval of clients if a site visit during the judging period is scheduled.
- There is no application fee.

### Eligibility Requirements for Applicants

- The designated applicant of a project must be the project lead and have had primary responsibility and influence on the creative design direction, project process, and final outcome.
- The designated applicant must accept responsibility for the accuracy of all information submitted.
- By participating in the Awards, the designated applicant acknowledges that the work submitted is their own and/or was completed under their direct supervision by employees of the designated applicant.
- Applicants do not have to be an ASID member in order to apply.
- Applicants must be over the age of 18.

### Project Team

- All companies and/or individuals that have made a significant contribution to the project as part of the design team must be listed. This includes those individuals who are no longer employed with the design firm but hold the rights to the project.

## SUBMISSION INSTRUCTIONS

A total of seven (7) sections compose the submission.

1. Contact information
2. Project overview
3. Project details
4. Required criteria
5. Additional criteria
6. Supplemental materials
7. Acceptance of Terms & Conditions

Please read the instructions on each section to ensure you are providing appropriate details. Each criterion includes a short content example of what is expected in the response. You can make edits at any time before you submit, but remember to save frequently.

Please direct questions regarding the submission process to [research@asid.org](mailto:research@asid.org) with "Outcome of Design submission form inquiry" in the subject line.

## SECTION 1: CONTACT INFORMATION

### Project Title/Name

#### DESIGNATED APPLICANT INFORMATION

Who is the person responsible for this submission?

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#### PRIMARY CONTACT INFORMATION (if different from designated applicant)

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## SECTION 2: PROJECT OVERVIEW

This page includes required questions about the project in general and optional questions asking about budget and client perception.

### PROJECT TYPE

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Corporate Office | <input type="checkbox"/> Education     | <input type="checkbox"/> Healthcare                                 |
| <input type="checkbox"/> Hospitality      | <input type="checkbox"/> Institutional | <input type="checkbox"/> Residential (Single Family & Multi-Family) |
| <input type="checkbox"/> Retail           | <input type="checkbox"/> Other         |   |

### CONSTRUCTION TYPE

- |   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Retrofit/Renovation | <input type="checkbox"/> Other |
|---|--|--------------------------------|

### PROJECT COMPLETION DATE

Month and Year (ex. May 2016) \_\_\_\_\_

*Project must have been completed after July 1, 2013*

### PROJECT OCCUPANCY DATE

Month and Year (ex. June 2016) \_\_\_\_\_

*Project must have been occupied within 6 months prior to the awards submission date.*

### LOCATION

City, State/Region, and Country of project location (ex. Seattle, WA, U.S.)

\_\_\_\_\_

### PROJECT SIZE

Total square footage \_\_\_\_\_

Number of Floors \_\_\_\_\_

### CERTIFICATIONS

List the certifications (ex. LEED Gold, WELL Silver, BREEAM Excellent, etc.) received and/or applied for, if applicable.

\_\_\_\_\_

\_\_\_\_\_

### PROJECT TEAM

List key project team members: Team Member Name, Project Role, Company Name (*All companies and/or individuals who made a significant contribution as part of the project team must be listed. Please include full name with appellations.*)

[Project Role Options: Architect/Designer, Design Strategist, Project Manager, General Contractor, MEP Engineer, Acoustical Consultant, Lighting Consultant, Researcher (Pre-/Post-Occupancy), Other]

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## **OPTIONAL QUESTIONS**

The following questions are optional. They are intended to gather more information on projects. While ASID will make reasonable efforts to keep information confidential upon request, ASID cannot guarantee that a client's information will be kept confidential or anonymous.

### **PROJECT BUDGET**

Was the project budget met?

- Yes, the project budget was met within 5%
- Yes, the project was under budget
- No, the project exceeded the budget over 5%

### **PROJECT COST**

What is the cost per square foot in U.S. currency?

- Below \$75/ft<sup>2</sup>
- \$75-\$100/ft<sup>2</sup>
- \$101-\$125/ft<sup>2</sup>
- \$126-\$150/ft<sup>2</sup>
- \$151-\$175/ft<sup>2</sup>
- \$176-\$200/ft<sup>2</sup>
- \$201-\$225/ft<sup>2</sup>
- \$226-\$250/ft<sup>2</sup>
- Above \$250/ft<sup>2</sup>

### **COST**

What is included in the project cost? Please check all that apply.

#### **Design Services**

- Programming and pre-design
- Schematic design
- Design development
- Bidding and negotiation
- Construction administration
- Post construction
- Construction documents and specifications
- Other (please specify)

#### **Other**

- Product (FF&E) costs
- Construction costs
- Pre-/Post-occupancy evaluation costs
- Other (please specify) \_\_\_\_\_

### **CLIENT PERCEPTION**

Did the client anticipate a premium for the advanced design and strategy services that produced the desired impact?

- Yes
- No
- Not sure

### **PERCEPTION CHANGE**

Was there a perception change from the client regarding the premium after project completion?

- Positive
- No change
- Negative
- Not sure

## PAGE 3: PROJECT DETAILS

### BACKGROUND INFORMATION

#### CLIENT

Organization name \_\_\_\_\_

#### CLIENT DESCRIPTION

Brief description of the client organization including organizational mission, culture, type of work, number of employees, and any other relevant information.

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#### CLIENT GOALS

Brief description of client's reason(s) for undertaking the design project (e.g., consolidating offices, brand refresh, office relocation, etc.) and expectations of how the new design will achieve organizational goals.

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### DESIGN DETAILS

#### DESIGN INTENT

Brief description of design concept and how it relates to client/organizational goals.

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**KEY DESIGN FEATURES**

List up to five (5) key design features and include brief descriptions of how each feature supports the design concept.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**INNOVATION**

List up to three innovative strategies and/or tools incorporated in the design project.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**VISUAL SUPPORT**

Attach one (1) furniture floor plan (or a typical plan for projects with multiple levels) and up to five (5) visuals that represent the key design features and/or innovations. Clearly indicate the views represented in the photographs with appropriate labels in the plan. (File upload. Images can be in one of the following formats: JPG, PDF, PNG, and TIF.)

## SECTION 4 & 5: REQUIRED & ADDITIONAL IMPACT CRITERIA

The impact criteria focus on demonstrating the outcome of design. They are organized by categories that increase in scale, from the perspective of an individual occupant to that of society and the environment. A minimum of five (5) criteria are required, three (3) mandatory and two (2) or more of your choice. The three (3) mandatory criteria should demonstrate the baseline impact of your design and the additional two (2) criteria should convey the unique goals of your project. Detailed explanations and examples of each criterion are provided for reference.

CATEGORY	IMPACT CRITERIA	EXAMPLES	REQUIRED?
OCCUPANT	Experience	Personal satisfaction, Work support	Required
	Productivity	Absenteeism, Presenteeism, Work outcomes	Optional
	Health & Wellness	Physical activity, Sleep quality	Optional
SPACE	Indoor Environmental Quality (IEQ) <u>OR</u>	Air quality, Lighting, Acoustics, Thermal comfort	Required (select one)
	Spatial Quality I	Space utilization, Density	
	Spatial Quality II	Accessibility, Flexibility, Openness, Privacy	Optional
ORGANIZATION/ OCCUPANT GROUP	Group Dynamics (Social Environment) <u>OR</u>	Group engagement, Collaboration, Communication	Required (select one)
	Financial Impact	Cost savings, Return on investment	
SOCIETY	Connection with larger community	Neighborhood recognition, Social responsibility	Optional
ENVIRONMENT	Resources	Materials/Waste reduction, Energy savings	Optional

### REQUIRED IMPACT CRITERIA

Three impact criteria from the following categories are required for entry:

- **Occupant**
- **Space** (IEQ or spatial quality i)
- **Organization/Occupant Group** (group dynamics or financial impact)

Brief examples are included for each criterion to provide a sense of the type of content that is expected. Further elaboration should be included as necessary.



## OCCUPANT: EXPERIENCE

Explain how the design impacted the occupants' individual experience through work support, satisfaction, and/or other factors. Include applicable metrics. Briefly describe how the impact was measured (i.e. research method).

*EX: Employees reported a 60 percent increase in overall workplace satisfaction, 24 percent increase in perceived work support, and 12 percent increase in work autonomy. Employees typically attributed increased satisfaction to the variety of workspaces they could choose to work from each day. This data was collected through employee surveys administered one year before and one year after moving to the renovated office.*

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## SPACE

Choose the impact criteria for SPACE (only one is required on this page; the other may be selected on the additional criteria page). You will be asked to report objective metrics for this section.

Indoor Environmental Quality

Spatial Quality I

### Space: Indoor Environmental Quality

Explain how the design improved the indoor environmental quality (IEQ). Provide IEQ metrics (e.g., temperature, relative humidity, illuminance levels, sound levels, carbon dioxide levels, air particulates, etc.).

*EX: MERV-15 filters were placed for outdoor air intake and MERV-8 filters for recirculated air in the renovated office. Indoor air quality resulted in a 70 percent reduction of air particles (PM2.5) compared to the previous system before renovation. Air particles were measured near the vents in the open office area using a handheld laser particle counter during the day (1-3 p.m.).*

### Space: Spatial Quality I

Explain how the design improved the measurable spatial quality (e.g., space utilization, density, space allocation, etc.). Briefly describe how this was measured (i.e. research method).

*EX: The renovated office plan provides a variety of spaces to accommodate different work activities. Based on pre-occupancy research that investigated work activity frequencies, space utilization in the renovated office is on average 72 percent, with an even distribution among all spaces. Space utilization was measured using bookings data collected through the company's reservation app.*

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## ORGANIZATION

Choose the impact criteria for organization (only one is required on this page; the other may be selected on the additional criteria page).

- Group Dynamics (Social Environment)       Financial Impact

### Organization: Group Dynamics (Social Environment)

Explain how the design impacted the social environment (e.g., collaboration, engagement, work dynamics, etc.) of the organization (occupant group). Include applicable metrics. Briefly describe how the impact was measured (i.e. research method).

*EX: Movable furniture and whiteboards enabled collaboration to occur more easily in the "Creativity Node" with an average of three different layouts observed daily. Work teams report working collaboratively more often with the addition of this space. Noted as the most popular brainstorming space in the office, employees have also commented on visiting this space for personal brainstorming sessions. Employee surveys and team focus groups conducted six months after occupancy led to this finding.*

### Organization: Financial Impact

Explain how the design affected the financials of the organization (occupant group), using applicable metrics. A combination of impact factors from other sections may be included here, but should focus on the financial impact.

*EX: The retail store layout was reconfigured to create a gallery experience, with lighting and ceiling design creating a guided pathway towards each merchandise segment. The change resulted in a 30 percent increase in foot traffic and a 12 percent increase in sales per square foot. The overall spatial configuration also enhanced system efficiencies for employee operations, adding to the overall financials.*

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**ADDITIONAL IMPACT CRITERIA**

Choose at least two additional criterion to include in your entry. Here is a list of optional criterion with brief examples to provide a sense of the type of content that is expected. Further elaboration should be included as necessary.

**OCCUPANT: PRODUCTIVITY**

Explain how the design impacted occupants' productivity (or performance). Include applicable metrics.

*EX: Additional lighting (both natural and artificial) at workstations increased nurses' alertness and acuity, resulting in a 10 percent decrease in paperwork errors. The number of errors were documented by the healthcare facility for records, and alertness and acuity were self-reported in employee surveys conducted as part of the post-occupancy research.*

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**OCCUPANT: HEALTH & WELLNESS**

Explain how the design enhanced occupants' health and wellness. Include applicable metrics.

*EX: Circadian lighting strategies, including daylight sensors and color-tuning LED fixtures, were implemented in the new space. Occupants reported better sleep quality in the survey, and also documented falling asleep 0.5 hours earlier in the evening and having uninterrupted sleep for the complete one-month duration of keeping "sleep journals" which began after occupying the space for six months.*

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**SPACE: INDOOR ENVIRONMENTAL QUALITY** (IEQ; select if not used as a Mandatory Criterion)

Explain how the design improved the indoor environmental quality (IEQ). Provide IEQ metrics (e.g., temperature, relative humidity, illuminance levels, sound levels, carbon dioxide levels, air particulates, etc.). Briefly describe how the impact was measured (i.e. research method).

*EX: MERV-15 filters were placed for outdoor air intake and MERV-8 filters for recirculated air in the renovated office. Indoor air quality resulted in a 70 percent reduction of air particles (PM2.5) compared to the previous system before renovation. Air particles were measured near the vents in the open office area using a handheld laser particle counter during the day (1-3 p.m.).*

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**SPACE: SPATIAL QUALITY I** (select if not used as a Mandatory Criterion)

Explain how the design improved the measurable spatial quality (e.g., space utilization, density, space allocation, etc.). Briefly describe how the impact was measured (i.e. research method).

*EX: The renovated office plan provides a variety of spaces to accommodate different work activities. Based on pre-occupancy research that investigated work activity frequencies, space utilization in the renovated office is on average 72 percent, with an even distribution among all spaces. Space utilization was measured using bookings data collected through the company's reservation app.*

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**SPACE: SPATIAL QUALITY II**

Explain how the design improved the subjective spatial quality, using applicable metrics.

*EX: Moving common spaces to central locations increased the accessibility to amenities, which employs seemed to enjoy more than in the previous space. The use of glass throughout the office enhances the visual transparency in the space and symbolizes organizational transparency.*

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**ORGANIZATION: GROUP DYNAMICS (SOCIAL ENVIRONMENT)** *(select if not used as a Mandatory Criterion)*

Explain how the design impacted the social environment (e.g., collaboration, engagement, work dynamics, etc.) of the organization (occupant group). Include metrics where applicable. Briefly describe how the impact was measured (i.e. research method).

*EX: Movable furniture and whiteboards enabled collaboration to occur more easily in the "Creativity Node" with an average of three different layouts observed daily. Work teams report working collaboratively more often with the addition of this space. Noted as the most popular brainstorming space in the office, employees have also commented on visiting this space for personal brainstorming sessions. Employee surveys and team focus groups conducted six months after occupancy led to this finding.*

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**ORGANIZATION: FINANCIAL IMPACT** *(select if not used as a Mandatory Criterion)*

Explain how the design affected the financials of the organization (occupant group), using metrics where applicable. A combination of impact factors from other sections may be included here, but should focus on the financial impact.

*EX: The new office followed WELL Building Standards and received Silver certification. Results from the pre-/post-certification survey (conducted a year before and after move-in), show productivity has increased 10 percent and company revenue has increased 2 percent on projects that were completed in the new office. Employee job satisfaction increased and turnover intention decreased, suggesting additional financial savings.*

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**SOCIETY: CONNECTION WITH LARGER COMMUNITY**

Explain how the design impacted the larger community using applicable metrics.

*EX: The multi-purpose room is rentable by external organizations. External organizations are introduced to the company and its social values during their visit, providing enhanced awareness to the larger community.*

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**ENVIRONMENT: RESOURCES**

Explain how the design impacted the environment using applicable metrics.

*EX: Using light shelves and photovoltaic sunshades maximized daylight in the space, attributing to an additional 5 percent energy reduction compared to the building model, and resulting in an EUI of 14.5 kBtu/sf/yr.*

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## SECTION 6: ADDITIONAL INFORMATION

### IMAGES OF DESIGN PROJECT

Upload up to five (5) high resolution (up to 10MB) images that represent the design project, and up to three (3) images of pre-design. Images can be in one of the following formats: JPG, PDF, PNG, and TIF.

#### DESIGN PROJECT *(File upload)*

#### PRE-DESIGN *(File upload)*

### SUPPLEMENTAL MATERIALS

Include any publications/reports/articles covering the project's outcome of design.

#### Documents *(File upload)*

#### Web Links

### LESSONS LEARNED

Identify any areas of improvement for either the client or the design team and share next steps taken in response.

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### DESIGN GUIDELINES

Please share any design guidelines (e.g., checklist for designers, rule of thumb for calculations, etc.) you would propose to other designers based on the findings.

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### COPYRIGHT CONSENT

By checking the box, I hereby give ASID a nonexclusive, worldwide, perpetual, irrevocable, royalty-free, transferable license to copy, exhibit, display, publicly perform, create derivative works based on and otherwise use the photographs uploaded in this submission.

### PHOTOGRAPHER CREDIT

Credit for photographs included in this submission should be given to (enter photographer's full name):

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## CLIENT COMMITMENT

Indicate whether the client has agreed to this submission and is committed to engage in next steps during the review process.

- Yes, the client has agreed to this submission and is committed.
- Client is aware of the submission and commitment is tentative at this time.

*\*While ASID will make reasonable efforts to keep information regarding clients confidential upon request, ASID cannot guarantee that a client's information will be kept confidential or anonymous.*

*\*\*Applicant will obtain client's written approval if any site visit is scheduled or required.*

## PAGE 7: ACCEPTANCE OF TERMS & CONDITIONS

Award recipients will be selected from the list of entries by a panel of experts. ASID alone shall construe these terms and conditions. Award recipients will be chosen based on the quality of the submission and which best represents the Outcome [of] Design Awards, as otherwise determined in ASID's sole discretion.

### PARTICIPATION

In consideration of ASID allowing me to participate in the awards, I agree to the following Terms & Conditions:

I accept full responsibility for the accuracy of the information submitted and confirm that the entry is a true and accurate representation of the submitted project.

I certify that the submitted project was executed by the parties credited, meets all eligibility requirements, and have included all members of the project team.

I certify that my entry is original and does not contain any material that would violate or infringe upon the rights of any third party, including copyrights, trademarks or rights or privacy or publicity. ASID reserves the right in its sole and unfettered discretion to disqualify and remove any entry that it believes contains obscene, offensive, or inappropriate content, that does not comply with these Terms & Conditions or that is not consistent with the spirit or theme of the Awards.

I certify that I am in possession of all proper releases and clearances from the client, other professionals, and photographers for the submitted project.

I confirm that the submitted project was completed and occupied after July 1, 2013.

I understand that any entry that fails to meet submission requirements may be disqualified.

I understand that all entries become the property of ASID and will not be returned.

I certify that I have obtained all of the necessary consents relating to photographs and other details submitted, so that ASID may reproduce, exhibit, and display these materials throughout the media and for other publicity purposes, as determined by ASID.

Except where prohibited by law, each applicant's name, photograph, likeness, statements, biographical information, voice, and city and state address may be used by ASID for promotional or advertising purpose in connection with the event on a national basis, and in all forms of media, now or hereafter known, in perpetuity, without review, permission or further compensation.

ASID reserves the right, at any time to verify the validity of entries and of applicants and to disqualify any applicant or entry deemed not in compliance or any entry deemed not in accordance with these Terms & Conditions and ASID is not required to provide a reason for its determination. ASID also reserves the right to request further documentation, at its sole and absolute discretion, to verify eligibility and compliance with these Terms & Conditions.

If the event is compromised by a virus, unauthorized human intervention, tampering or other causes beyond the control of ASID, that corrupts or impairs the administration, security, fairness or proper operation of the event, or otherwise impairs ASID's ability to conduct the event in the manner anticipated by ASID, ASID reserves the right in its sole discretion to suspend, modify or terminate the event.

The decision of ASID is final and binding on all matters relating to the event.

ASID reserves the right, at any time and in its sole discretion, to disqualify and/or deem ineligible any individual who they reasonably believe has failed to agree to the Terms & Conditions or has violated the Terms & Conditions.

ASID is not liable in the event that any portion of the event is cancelled due to a condition deemed to be reasonable by ASID. ASID reserves the right to modify, suspend, terminate or cancel the event, if required by law.

Applicants agree that this event shall be subject to and governed by the laws of the District of Columbia, U.S.A. and the forum for any dispute shall be in the District of Columbia, U.S.A.



**LIMITATIONS OF LIABILITY AND RELEASE**

I agree to defend, indemnify and hold harmless ASID, and its officers, directors, employees and agents, from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including, but not limited to attorney's fees) arising from my violation of these Terms & Conditions. Furthermore, I understand that ASID will not be held responsible for any inaccuracies in the contents of the entry, and I will indemnify and hold harmless ASID for any and all claims, demands, losses, causes of action, damages, lawsuits, judgments, to the extent caused by inaccuracies, omissions, and/or misrepresentations in the contents of the entry. This defense and indemnification obligation will survive indefinitely beyond the conclusion of the event.

ASID assumes no liability or responsibility for any loss or harm resulting from any applicant's participation in or attempt to participate in the event or ability or inability to upload, download, or otherwise access any information in connection with participating in the event.

In no event shall ASID, its directors, officers, employees, agents or representatives be liable to any party for any loss or injury to earnings, profits or goodwill, or for any direct, incidental, special, punitive or consequential damages of any person or entity whether arising in contract, tort or otherwise, even if advised of the possibility of such damages.

Any person entering the event covenants and agrees to be bound by these Terms & Conditions herein and may be required to execute and deliver such other documents ASID may deem appropriate to signify acceptance of these terms and conditions.

**DESIGNATED APPLICANT**

FULL NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_