



Submissions for awards are being received only in electronic format. Please send the submission by e-mail to: excellence@ontarioplanners.on.ca

Please attach the following documents to your e-mail:

- Complete application form.
- Three -page summary explaining how the submission qualifies for the category under which it was submitted; why it merits an award; where and when it was published or constructed and for whom. Text must be in verdana, arial or times roman font and not smaller than 11pt.
- Confirmation that the submission meets Eligibility Criterion #6.
- Photo(s) of the project in electronic format (see document with submission requirements for photos) Maximum of 3 photos will be accepted in either JPEG or PNG format and not exceeding 500KB in size, bigger photos should be resized to meet the specification.
- One paragraph text to be used for write-ups and media releases.
- Electronic version of the logos of all organizations involved in the project, preferably in transparent PNG or GIF format.

Only complete submissions will be considered for an award.

Please include in your e-mail:

- All relevant documents for your application. The total size of all attachments (incl. photos) must NOT exceed 10MB or the application will not be submitted successfully. If size is an issue, it is advisable to either ZIP all big documents or convert them to PDF which can also reduce size.

The entry fee is \$175 + \$22.75 HST= Total Payment of \$197.75

Please note: The fee may be paid by calling OPPI and paying by credit card over the phone: 416-483-1873 or 1-800-668-1448, x 0 or by mailing a cheque to OPPI: Ontario Professional Planners Institute, 234 Eglinton Avenue East, Suite 201, Toronto, Ontario, M4P 1K5.

Complete submissions must be received in electronic format by 5:00 p.m. on April 15th. However, if April 15th falls on a weekend, submissions must be received by 5:00 p.m. on the last business day prior to the deadline. Please note: Only complete submissions in compliance with the Awards Criteria and Document Checklist will be eligible for consideration.

**Questions regarding submissions should be directed to:
info@ontarioplanners.on.ca**

We look forward to receiving your submissions!