

USE OF INFORMATION:

- By making a submission, the participant agrees that the information contained in the award entry is complete and accurate. The participant further agrees that it shall indemnify and hold harmless the Puerto Rico Chapter of the American Institute of Architects ('AIAPR') from and against all claims or damages arising out of the use of any information or other materials supplied by the participant.
- All errors or omissions are the sole responsibility of the participant.
- The participant further certifies that participant has obtained all permissions necessary to permit AIAPR to publish, without financial or other obligation, any information, photograph or other materials submitted by the participant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIAPR communications, website, social media and publications for purposes of any announcements for these awards..
- The participant certifies that the AIAPR is authorized to use all such materials as they deem appropriate in connection with the awards, including publicizing the program itself.
- Data, including images, plans, drawings, and narrative text submitted in support of AIA Puerto Rico 2023 Honor Awards entries will be used by the AIAPR in communications related to the Awards.
- All participants give the AIAPR the authority to use and reproduce copyrighted material for the promotion and publication of the Honor Awards in whatever medium and/or whichever event is considered appropriate by the AIAPR.
- Data, including images, plans, drawings, and narrative text will be held by the AIAPR in perpetuity for the purposes of maintaining a record of the entries and for the AIAPR archive.
- Data, including images, plans, drawings, and narrative text will be shared with local and national digital or print media, as required. The information will not be shared with any other third party without the express and prior consent of the participants or agents acting on their behalf.

By entering my name below, I acknowledge that I have read and agree to the above terms and conditions on the use of information.

I Agree

Full Name: _____

Signature: _____

Date: _____

AIA Member ID # _____

[This Use of Information Agreement form shall be submitted with Honor Awards Entry.](#)

CODE OF ETHICS AND PROFESSIONAL CONDUCT:

The AIA Stands for universal respect for human dignity and the unbiased treatment of all persons in employments, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.

I affirm that I uphold this value in all my business practices

Rules of Conduct of the AIA Code of Ethics and Professional Conduct

- Rule 1.401 – Members shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.
- Rule 1.402 – Members shall not engage in conduct involving wanton disregard of the rights of others.
- Rule 2.101 – Members shall not, in the conduct of their professional practice, knowingly violate the law.
- Rule 2.104 – Members shall not engage in conduct involving fraud.

I affirm that I have not engaged in conduct that may have violated the Rules of Conduct of the AIA Code of Ethics and Professional Conduct stated above.

Full Name: _____

Signature: _____

Date: _____

AIAMember ID # _____

[This Code of Ethics form shall be submitted with Honor Awards Entry.](#)

UNPAID LABOR DECLARATIONS

If you cannot answer 'Yes' to the Intern Declaration Policy, you are not eligible to submit for this award. Please contact admin@aiapr.com should you have any questions concerning our Intern Declaration policy.

- I declare, acknowledge, and affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules are exempt from this policy.
- I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above: for a minimum of 5 years prior to the application deadline for all AIAPR Honor Awards
- I acknowledge adherence to the terms of this Policy.

Full Name: _____

Signature: _____

Date: _____

AIAMember ID # _____

[This Unpaid Labor Declaration Form shall be submitted with Honor Awards Entry.](#)

COPYRIGHT PERMISSION FORM:

By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIAPR as permitted by this Permission Form shall not, to the best of my knowledge, information, and belief, infringe or violate any other person's copyrights.

Full Name: _____

Signature: _____

Date: _____

AIAMember ID # _____

ADDITIONALLY, PLEASE SUBMIT COPYRIGHT INFORMATION FILE:

Please provide on a separate .PDF file the following copyright information of your entry board: •

FOR EVERY IMAGE:

- Thumbnail
 - Copyright credit (name and contact information) – who took the photo
- or
- Copyright notice (name and contact information) – who owns the photo

FOR EVERY WORK FEATURED (text, brochures, drawings, photographs, graphics, plans, books, or other copyrighted material):

- Thumbnail
- Author/Creator
- Copyright owner
- Publication date

COLLABORATIVE ACKNOWLEDGEMENTS:

It is the policy of the American Institute of Architects to promote and recognize high levels of collaboration between all members of the design team.

For any and each built project featured in the entry board, on a separate .PDF file, the participant must accurately and completely list all other parties including, but not limited to, Associate Architects, Engineers, Interior Designers, Landscape Architects, Planners, and Programmers who were part of the project team. **USE FIRM NAMES NOT THE INDIVIDUAL NAMES OF THE DESIGN PROFESSIONALS.**

[This Copyright Permission Form and Information File shall be submitted with Honor Awards Entry.](#)