

2012 COLLEGE OF FELLOWS APPLICATION

CRITERIA FOR SUBMISSION

The following information is provided to assist the IIDA Member with the proper submission of the requested materials for applying for IIDA Fellowship.

- Only an IIDA Professional Member in good standing who has been a Member of the Association for a minimum of five (5) consecutive years may submit an application. Only Professional Members may make nominations and a Professional Member may nominate oneself.
- The candidate's application and all supporting documentation must be submitted in this online submission with images identified (in jpeg format no larger than 72 dpi with a maximum resolution of 1024 x 768 pixels).
- The candidate's application must be complete and well-organized with documented emphasis on the candidate's recent efforts and achievements influencing the interior design profession and activities that benefited and advanced IIDA.
- There is a non-refundable application fee of \$150.00.
- The five(5) required letters of reference must be sent to IIDA Headquarters via email to Lisa Toth, ltoth@iida.org, no later than **5:00 pm Central Time on Friday, January 20, 2012**.
- The candidate's application must be received at IIDA Headquarters, attention of Lisa Toth, no later than **5:00 PM Central Time on Friday, February 3, 2012**.
- The Fellows Evaluation Team will review all the submissions and make their decisions based on the candidate's accomplishments presented in the supporting documents and the overall visual impact of the complete application. No phone interviews will be conducted unless the Evaluation Team has specific questions for the candidate.
- Candidates selected to be inducted into the College of Fellows will be notified via a telephone call from the Chair of the College of Fellows no later than **April 13, 2012**.



PART 1: CONTACT INFORMATION

Please provide the following information.

PREFIX	FIRST NAME	LAST NAME	DATE
COMPANY NAME		JOB TITLE	
COMPANY ADDRESS		CITY / STATE / ZIP	COUNTRY
PHONE	FAX		
EMAIL			
LOCAL IIDA CHAPTER		MEMBER NUMBER	

PLEASE ALSO INCLUDE:

- A 5X7" glossy black and white photo or headshot
- The **\$150 non-refundable** Application Fee (US currency only)

<input type="radio"/> AMEX		
<input type="radio"/> VISA	CREDIT CARD NUMBER	
<input type="radio"/> MASTERCARD	EXPIRATION	
<input type="radio"/> CHECK (Payable to IIDA)	NAME AS IT APPEARS ON CARD	
	SIGNATURE (IF CHARGING)	

By clicking yes, I understand that this submission, with all attachments, becomes the property of IIDA. I have reviewed the information submitted to assure that it is accurate and complete. I understand that there are no refunds for this submission. I understand that IIDA may use my application, in whole or in part, as a sample document on its website, to assist other IIDA Members applying for Fellowship.

<input type="radio"/> YES		
<input type="radio"/> NO	NAME	DATE

PART 2: CANDIDATE STATEMENT

The candidate must provide a concise written statement, **maximum of 50 words**, referencing their career achievements as basis for being elevated to Fellow. This statement may be used as the public statement of achievement if elevated to Fellow.

PART 3: RESUME

The candidate will provide a well organized and thorough professional resume which will include his/her

- Education
- Career Experience
- Legislative Activities
- Honors & Awards
- Design Projects
- Other Design Organization Memberships
- List of states in which currently licensed
- Articles
- Publications
- Lectures
- Presentations
- Competition Juries
- Community/Volunteer/Philanthropic Service
- Other design related activities

Please use the attachment tab to include documents in PDF and JPG formats.

PART 4: LETTERS OF REFERENCE

The candidate needs to provide five (5) letters of reference. Reference letters should be addressed to **Peggy Noakes, FIIDA, Chair of the IIDA College of Fellows.**

The letters need to be written on company letterhead, signed, and sent via email to IIDA Headquarters to: Lisa Toth, Itoth@iida.org. An email confirmation will be sent to the candidate upon receipt of all his/her reference letters at IIDA Headquarters. The deadline for letters to be received is: **Friday, January 20, 2012, 5:00 PM Central Time.**

The five (5) letters must be written by IIDA Professional Members in good standing, and at least two (2) of those need to be written by current Members of the IIDA College of Fellows. Each letter must be limited to one page and be submitted by individuals who know the candidate well and can speak directly to and support his/her achievements.

Reference letters exceeding one page or received after the deadline will not be reviewed by the Fellows Evaluation Team. It is the sole responsibility of the candidate to see that his/her reference letters are submitted by the stated deadline. Reference letters are not to be included in the CD-ROM submittal.

PART 5: CATEGORIES

There are four (4) category options for candidate consideration. The candidate will select and then apply in one (1) category only.

CATEGORY ONE: LEADERSHIP IN IIDA

The candidate will provide an organized and detailed documentation of his/her contributions to either the IIDA International Board of Directors, and/or to the candidate's local IIDA Chapter.

The documentation should include a complete and well-organized list of all IIDA International Board or IIDA Chapter activities which include committees chaired and served on, board positions/offices held, initiatives originated and led by the candidate; results of leadership and offices held.

To support the submission, the candidate will include appropriate award recognition of his/her volunteer activities including national, regional, state, and local certificates of appreciation, service, and commendation awards. Of particular interest are awards or other documentation that reflect the candidate's leadership skills and widespread results.

In addition, the candidate will include a listing of the publication of his/her work - of particular interest are national, regional, and local recognition of the candidate's efforts.

The candidate will supply a listing of activities where the candidate demonstrated his/her expertise through teaching, lecturing, speaking (particularly at IIDA events), writing, and national media coverage.

The Fellows Evaluation Team will be reviewing and examining the submission, looking for verifiable results of the candidate's volunteer activities and how his/her involvement benefitted and advanced the Association.

CATEGORY TWO: INTERIOR DESIGN

The candidate will provide an organized and concise documentation that he/she has been largely responsible for: a) the leadership in managing and directing an interior design firm that has achieved recognition for prominence and an outstanding reputation in the interior design industry, or b) an outstanding body of interior design projects provided in the attached project summaries.

Of particular interest to the jury are project design awards received from IIDA, other design organizations, and other industry awards at the international, national, state, and local level.

The Fellows Evaluation Team will be looking for published recognition in interior design and architectural journals, relevant design publications, and recognition beyond the applicant's immediate locale.

(CONTINUED ON NEXT PAGE)

CATEGORY TWO: INTERIOR DESIGN (CONTINUED)

The candidate will include documentation of his/her interior design expertise demonstrated through his/her participation on design juries, teaching, lecturing, speaking, writing, and reference/visibility in any national media coverage may be included.

The candidate will submit five (5) significant projects for which he/she has been primarily responsible for the design work and include four (4) images of each project. These projects should demonstrate the candidate's contributions to a better public understanding and appreciation of the interior design profession.

All images must be in a JPEG file format, no larger than 72 dpi with a maximum resolution of 1024 x 768 pixels.

SUMMARY OUTLINE FOR EACH SUBMISSION

By submitting this project summary statement, the candidate confirms that the entry is entirely the work of the firm/individuals listed on this form. The project contact person will be contacted by the Fellows Evaluation Team in the event that there is some discrepancy as to the role of the candidate. Each submission should include the following:

- PROJECT NAME
- DESIGN FIRM
- COMPLETION DATE
- ROLE OF CANDIDATE
- SYNOPSIS
- AWARDS RECEIVED
- ACKNOWLEDGEMENT IN PUBLICATIONS
- PROJECT CONTACT PERSON

SUMMARY OF PROJECT IMAGES

Please include 20 separate images (5 projects, 4 images per project) and identifying information for each image. All images must be in a JPEG file format, no larger than 72 dpi with a maximum resolution of 1024 x 768 pixels. Please label each image with the following:

- NAME OF CLIENT
- LOCATION
- COMPLETION DATE

CATEGORY THREE: EDUCATION, RESEARCH, LITERATURE

The candidate will provide an organized and concise documentation of his/her contributions to the interior design profession through work experience in education, research or literature. Of particular interest to the Fellows Evaluation Team will be a thorough and complete listing of teaching awards, acknowledgements and citations related to the candidate's particular focus - at the national, regional, state, and/or local level.

For education, the Fellows Evaluation Team would expect to see higher education institution teaching awards, acknowledgements, citations or other applicable national or regional awards, grants received, etc. Of particular interest to the Fellows Evaluation Team are articles by the candidate in architectural/design journals, publications directly related to his/her field of expertise, and recognition beyond the candidate's immediate locale. (CONTINUED ON NEXT PAGE)

CATEGORY THREE: EDUCATION, RESEARCH, LITERATURE (CONTINUED)

For research, the Fellows Evaluation Team would expect to see national, regional, and local award recognition for research leadership or research awards or grants received. Of particular interest to the Fellows Evaluation Team are articles by the candidate in architectural/design journals, publications directly related to his/her field of expertise, and recognition beyond the candidate's immediate locale.

For literature, the Fellows Evaluation Team would expect to see appropriate literature awards, national, regional, and local awards, and recognition of the candidate's literature strengths. Of particular interest to the Fellows Evaluation Team are articles by the candidate in architectural/design journals, publications directly related to his/her field of expertise, and recognition beyond the candidate's immediate locale.

The candidate will provide documentation of the candidate's expertise through his/her participation on design juries, teaching, lecturing, speaking, writing, or reference/visibility in any national media coverage may be included.

SUMMARY OUTLINE FOR EACH SUBMISSION

Please provide a list of the books/articles written, lectures delivered or seminars presented by the candidate, about the candidate or about the candidate's projects. Complete bibliographic information should be included for each, in the following format:

- AUTHOR(S) / SPEAKER :
- TITLE / TOPIC :
- PUBLICATION / PRESENTATION :
- DATE :
- PAGES :

CATEGORY FOUR: PUBLIC SERVICE, GOVERNMENT, OR INDUSTRY ORGANIZATION

The candidate will provide an organized and concise documentation of his/her efforts in Public Service, Government, or related industry organizations through initiatives originated and led by the candidate. The candidate will include the results of his/her leadership and offices/positions held. The candidate must also demonstrate that his/her achievements were beyond the normal expectations of his/her job. The benefits to the interior design profession must also be documented with national, regional and local recognition.

Of particular interest to the Fellows Evaluation Team are appropriate awards that reflect the candidate's volunteer activities at the national, regional, or local level, and certificates of appreciation, service, and commendation awards. In addition, awards or other documentation that reflect the candidate's leadership skills, accomplishments and widespread results should be included.

The candidate will provide documentation of publications of his/her work that appeared in architectural journals or publications, the public service or government/industry organization directly related to his/her participation and with benefits to the interior design profession, and with recognition beyond the candidate's immediate locale should be included.

The candidate will provide documentation of the candidate's expertise through his/her participation on design juries, teaching, lecturing, speaking, writing, or in any national media coverage may be included.

DELIVERY INSTRUCTIONS

PLEASE SUBMIT:

- 5 Letters of Reference

by **5:00pm Central Time on Friday, January 20, 2012** to
Lisa Toth, Senior Director of Membership, ltoth@iida.org.

PLEASE SUBMIT YOUR COMPLETED APPLICATION in a CD-ROM containing an electronic version of the application and all supporting documents except for a 5"x7" photo/headshot. Please save all documents in one (1) PDF format to the disc and images in JPEG format, no larger than 72dpi with a maximum of 1024 x 768 pixels.

The PDF should include the following:

- Contact Information and agreement
- Payment of \$150 non-refundable application fee
- Application in one of the 4 categories, with supporting documentation

Please also enclose a 5"x 7" black and white headshot with your CD-ROM

All submissions must be received by
5:00pm Central Time on Friday, February 3, 2012 to
Lisa Toth, Senior Director of Membership
IIDA College of Fellows Application
IIDA Headquarters
222 Merchandise Mart, Suite 567
Chicago, IL 60654-1103

