

## 2015 Missing Middle Design Competition Submittal Instructions

Submittals must be made in, and will only be accepted in, digital Adobe PDF 24"x36" presentation format landscape orientation of **no more than three (3) sheets**. No physical models, boards or similar materials may be submitted. Submittals in other formats will be rejected as non-compliant.

DO NOT include any identifying markers in the PDF submittal. This will help ensure anonymity during the judgment process and result in unbiased decisions.

To submit follow the instructions below:

### FTP Site Instructions

First, you must set up IE so that it can browse FTP directories, just as if they were folders in Windows Explorer: (only needs to be done once)

1. Click Tools | Internet Options.
2. Click the Advanced tab.
3. Under Browsing, check the box labeled Enable Folder View For FTP Sites.

Second, if you're on a computer that's behind a firewall, you'll need to set up IE to use passive FTP: (only needs to be done once)

1. Click Tools | Internet Options.
2. Click the Advanced tab.
3. Under Browsing, check the box labeled Use Passive FTP.

Third, open the FTP site in Windows Explorer - and upload your files.

1. Open FTP site <ftp://75.119.42.203/Upload/>
2. Click on View | Open FTP site in File Explorer. (A new window will open)
3. Drag and drop files to upload into the new window. (file name must be different than existing files)

File must be named as FirstNameLastName\_Site(A,B,orC).pdf

Only submit **one** file per individual/group per site.

If you have multiple submittals please upload them separately following the same format.

Example:

John Smith submits:

JohnSmith\_SiteA.pdf

JohnSmith\_SiteB.pdf

JohnSmith\_SiteC.pdf

Review submittal requirements found on [aiami.com/MIplace-housing-design-competition](http://aiami.com/MIplace-housing-design-competition) before submitting in order to ensure entry.

If you have any questions please call us at 313-965-4100 or email [aiami@aiami.com](mailto:aiami@aiami.com)