

IDI Design Competition Regulations

The intention of any design competition is to obtain various solutions to a given design problem, while bringing to light new talent. Regulations in respect of any design (open or limited) competition should be so framed as to ensure and to secure satisfactory results for the promoters and fairness for competitors.

Advice to IDI Members

IDI Members are advised that these competition regulations have been drawn up in line with international guidelines determined by ICSID and Icograda. IDI members, therefore, may not compete or take part in the judging of national or international competitions which may be in contravention of these regulations.

IDI Members are advised that they should be assured of the Institute's acceptance of the conditions surrounding any competitions in which they may be invited to participate or adjudicate.

This document lays down optimum conditions under which a competition may be held; inevitably there will be variants to them in detail which may, on study, be found to be acceptable. Members having any doubt in respect of any given competition should direct their enquiries to the Institute's Executive Officer.

Advice to Promoters

The IDI recommends promoters to acquaint themselves with the detailed regulations which the Institute has laid down and, in addition, to consider these three basic principles:

- 1 that the submissions are judged in accordance with the highest standards of professional design practice;
- 2 that the financial and promotional rewards available to the winning designers are commensurate with the work in preparing their submissions;
- 3 that the conditions surrounding the manufacture or reproduction of winning submissions will be no less acceptable to competitors than those which they would obtain through direct commissions.

There are two types of design competition:

- 1 Open competitions which may be entered by any number of individual designers or design teams and which may be restricted to particular categories of designers, e.g. students or designers under a specified age;
- 2 Limited competitions restricted to two or more individual designers or design teams selected by the promoters. This type of competition should preferably only be initiated when the design subject is of such national importance as to make it inadvisable to commission a single designer.

The costs involved in presenting a competition are high and promoters are advised that only occasionally will competitions produce more satisfactory results than the careful selection and briefing of a single designer or design

team. The IDI, however, recognises that not all competitions are aimed at obtaining commercial solutions to design problems and that design competitions aimed at encouraging public awareness in given areas, encouraging design students, etc. are equally valid reasons for promoting design competitions. Such an approach does not, however, invalidate these regulations.

Regulations for open competitions

1. Appointment of Judges

- 1.1 The promoters shall, as the first step, appoint a panel of judges, whose names must appear in all the published advertisements and printed conditions of the competition. Not less than half the members of the jury shall be professional design practitioners, preferably active in the discipline of the competition subject. The remainder of the jury shall be composed of people known to have an understanding and appreciation of the particular design subject, with the possible exception of one place which should be filled by senior executive of the promoters, or a third party appointed by the promoters, to put the view of the promoters. The judges must be approved by the IDI.
 - 1.2 The jury chairman may be appointed by the promoters or the judges shall elect a chairman from amongst themselves and decide on the voting procedure to be adopted.
 - 1.3 Technical or specialist assessors may be appointed by the promoters, subject to the agreement of the judges, to advise the jury. Such assessors shall not participate in the judging.
 - 1.4 The promoters shall pay the judges' travelling, hotel and out-of-pocket expenses when applicable, and appropriate fees for their services unless a judge especially asks for this or her services to be given without payment, because of the nature of the competition.
- ### 2. Duties of Judges
- 2.1 To confer with and advise the promoters on their requirements and on the prizes to be offered.
 - 2.2 To draw up or assist in the drawing up of conditions for the conduct of the competition and instructions for the guidance of competitors.
 - 2.3 To answer queries raised by competitors within a predetermined limit of time.

- 2.4 To examine all the designs submitted by the competitors, determine whether they conform to the conditions and exclude any which do not.
 - 2.5 To report to the promoters on the designs not so excluded and to recommend to the promoters awards in strict accordance with the conditions.
 - 2.6 To prepare a report stating those reasons for recommending the awarding of the prize or prizes to the winning design or designs.
 - 2.7 To attend all meetings of the jury.
 - 2.8 No decision shall be taken if less than three-quarters of the judges are present at a meeting of the judges.
 - 2.9 The jury may not change or amend the award conditions in any way subsequent upon their publication. Similarly no change in the agreed awards can be made without the express agreement of the promoters.
- ### 3. Procedure
- 3.1 The promoters shall give adequate time in relation to the complexity of the subject of the competition, between publication of the conditions and the closing date of the competition.
 - 3.2 The competition conditions shall state precisely what drawings and/or models and specifications are required.
 - 3.3 All designs entered shall be submitted to the judges.
 - 3.4 Each design shall be accompanied by a declaration signed by the competitor, or joint competitors, stating that the design is his/her or their personal work, and that the drawings have been prepared by or under the supervision of the entrant.
 - 3.5 No designs submitted shall be signed or otherwise bear any distinguishing mark. The name and address of the competitor shall be contained in a sealed envelope attached to the design and the envelope and the design shall be numbered by the promoters in order of receipt and prior to the submission of the drawings to the judges.
 - 3.6 A design shall be excluded from the competition (a) if received after the advertised closing date for submissions; (b) if it does not fulfil the binding clauses laid down in the competition conditions.
 - 3.7 No promoter of a competition, and no judge engaged upon it, nor any partner, associate or employee of either shall compete or assist in a competition.

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Bureau of
European Designers
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ECIA
European Council of
Interior Architects

Icograda
International Council of
Graphic Design Associations

ICSID
International Council of
Societies of Industrial Design

IFI
International Federation
of Interior Designers



- 3.8 No judge, or partner, associate or employee of a judge shall undertake to carry out or assist in carrying out or assist in the project which was the subject of the competition until after the awards have been made.
- 3.9 The prizes shall be awarded in accordance with the judges' recommendations to the promoter.
- 3.10 Preferably all prizes shall be awarded in accordance with the published conditions. In the event of the submissions falling below the standards expected by the jury, the published prize money may be re-allocated by the jury only after agreement has been given by the promoter. In all cases the promoters' intentions on the distribution of the prize money shall be stated unambiguously in the conditions of the competition. Such conditions should clearly state:
- 3.11 All prizes shall be awarded unless it is specifically stated in the competition conditions that prizes may be withheld or re-allocated at the discretion of the jury and the promoter.
- 3.12 All competitors shall be advised in writing of the names of the winners of the prize or prizes within two months of the closing date of the competition. They shall, at the same time, be informed whether the promoters are organising a public exhibition or otherwise intend to publish designs submitted. Unsuccessful competitors shall have the right to refuse publication of their work.
- 3.13 Unless otherwise specifically announced in the competition conditions, all entries not awarded a prize shall be re-turned carriage paid, to the competitors, within two months of the closing date of the competition, or within twelve months if they are exhibited or otherwise published.
- 3.14 The promoters are responsible for the safety of all designs and other submissions received and are advised to insure them against damage or loss in handling, until they have been restored to the competitors.
- 3.15 The promoters shall provide a secretary to the jury for confidential minuting of proceedings.

4. Copyright and Patents

- 4.1 It is the responsibility of the competitor to protect his or her design by copyright, design registration and patent application, if he/she should so wish.
- 4.2 The competition conditions shall clearly state whether it is intended that reproduction rights, copyright or patent right in the first or other prize winning designs shall, or shall not, become the property of the promoters.

- 4.3 Before the publication of a design the promoters must inform the author to enable him or her to protect his/her work if he/she has not already done so.
- 4.4 A promoter may not exhibit the submissions of a non-prize winning competitor without the permission of the entrant.
- 4.5 The competition conditions must clearly state the promoters' intentions in relation to publication, exhibition or promotion of prize-winning submissions.
- 4.6 The promoters may not alter or amend in any way the work submitted by a competitor, without the written agreement of the originator.
5. *Design Development*
- 5.1 When it is intended that the first or other prize winning designs are to be reproduced or produced, the successful competitor shall normally be commissioned to develop the design to its final stage or at least be involved in the development work undertaken by the promoters' staff or appointed agents. Under no circumstances should another designer be commissioned to develop a prize winner's design without the agreement of the prize winner.
- 5.2 If it is not intended that the winning design shall be produced or reproduced, this shall be clearly stated in all advertisements and conditions.
- 5.3 If the successful competitor has not the experience or facilities necessary for the successful completion of the work for production, or is unable to undertake such work within a reasonable period after the result of the competition has been announced, then a consultant or design organisation may be appointed by the promoters to collaborate with the competitor.

Regulations for limited competitions

All the regulations applicable to open competitions apply to limited competitions with the following additions:

- 1 An equal fee appropriate to the work involved shall be paid to each participant in the limited competition;
- 2 The names of all designers participating shall be made known to each at the time of their being invited to participate.

Advice to promoters

(Note: the paragraph numbers below refer to the Regulations).

- 2.2 It is preferable for the binding clauses in the competition conditions to be kept to a minimum. The binding clauses can be supplemented by general guidance to competitors.
- 2.6 It is desirable that the judges' report should be available to all competitors so that the basis for their decisions may be known.
- 3.2 It is most desirable that the conditions should require drawings and other submissions to be as simple as is compatible with the subject of the competition. The aim should be to provide the judges with sufficient information to adjudicate fairly, while involving the competitors in the minimum of labour in the preparation of drawings and/or models.

The competition conditions should state precisely what drawings and/or models and specifications are required to ensure that all compete on an equal basis of presentation.

In competitions for product design, entries will normally be in the form of 'design projects', comprising perspectives or diagrammatic drawings or block models. By such means a projected design may be adequately described, but cannot be immediately translated into quantity production for which 'working drawings' are a prerequisite. Where quantity production is desired, the successful competitor is normally engaged to carry his design to the necessary final stage.

It is not usual to stipulate that entries should include working drawings, since their preparation would entail a disproportionate expenditure of time by all competitors, and because production details are normally not necessary in the assessment of the designs submitted.

Entrants should be asked, however, to specify in general terms the materials and production methods envisaged.

In competitions for graphic design, entries may be in the form of 'finished drawings' immediately utilisable for reproduction, as in the case of a poster. Alternatively, they may be submitted as preliminary designs in which case further black-and-white key drawings, typesetting, etc. will be required before quantity reproduction is possible.

In such circumstances, the successful competitor is normally engaged to carry his design to completion.

- 3.9 In deciding what prizes should be offered, the promoters should take into account the speculative nature of a competition from the competitors' point of view. The prizes, together with any further professional fees for design development, should be substantially higher than the fee which would normally be paid for the same design project if it were undertaken as a direct professional commission.
- 3.12 Promoters are advised to hold a public or restricted exhibition of the prize winning design and of other designs submitted.
- 4.1 Promoters are advised to draw the attention of competitors to the need for them if they wish to do so, to protect their designs against possible loss of copyright and patent rights by promoters' publication of the submitted designs.

Promoters are advised in their own interests to disclaim all responsibility for any consequences which may result from the failure of a competitor to seek the appropriate protection for his entry before it is submitted.

- 4.2 The most satisfactory procedure is for the competition conditions to reserve for the promoter a first option in production or reproduction rights in the prize winning design or designs. If the promoter then wishes to proceed, he can negotiate a separate professional fee with the successful competitor or competitors for the development work and the purchase of copyright or patent rights.