# Project Awards Check List

**The final deadline is Tuesday, July 1, 2025. Enter by May 30 for the Early Bird Discount.**

**BE PREPARED.** The submission form is extensive and will take some time. Use this check list of required items in preparation for the 2025 ICRI Project Award Submission Online Form:

❑ You must be a current ICRI Company Member

❑ Owner Permission Letter (scan the letter and upload file where noted in the online form)

❑ Names and contact information for a maximum of five (5) participants in project:
  ❑ Project Owner
  ❑ Project Engineer/Designer
  ❑ Repair Contractor
  ❑ Materials Suppliers and/or Manufacturers

❑ Brief Project Abstract (300 words or less)

❑ Detailed Project Presentation with Cover (worthy of publication/presentation) not to exceed 2,000 words with a minimum of six (6) - maximum of fifteen (15) - pictures/diagrams. This is the only part of your submission that the judges will see. See Project Award Rule #5 for more details (please upload as PDF file)

❑ **PICTURES:** Separate files of each picture used in detailed project description (file uploads). These photos will be used for displaying winning entries at the 2025 Fall Convention and publication in ICRI's *Concrete Repair Bulletin* (*CRB*). Minimum of six (6) pictures and diagrams, not to exceed fifteen (15) - all should be high resolution of 300 dpi or greater and MUST include:
  ❑ One (1) Award Plaque picture (landscape orientation) - specify in file name
  ❑ Six (6) to be used in slide show development - specify in file names slide show
  ❑ One (1) depicting the completed project

Same picture(s) may be used for more than one of the above list

**PLEASE NOTE: Each file and/or zip file uploaded CANNOT EXCEED 30MB in file size.** If you upload files that are too large when submitting your entry...

  1) the system will time out;
  2) you will NOT receive an error message; and
  3) your entry will not be submitted.

**File Upload Hint:** There are 15 individual upload fields in Part II of the form for photos/images. Each file upload cannot exceed 30MB. You can compress (zip) all of your photos into several zip files for easier uploading - zip files also cannot exceed 30MB each. If you are unsure all of your files will load, upload only the required finished project/cover photo and award plaque photo, and then contact Dale Regnier at daler@icri.org or 651-290-6278, for alternative instructions for the remainder of your pictures.

❑ Cost of Project

❑ Date of Completion

❑ Credit Card Payment information for $400 entry fee. Enter by May 30 to receive a $50 discount.

❑ Submit your entry via the online submission form by the July 1, 2025 deadline.