



2011 Program SECTION CHAIR TIMELINE

December 2010

- Publicize the program within your section
- Assist entrants and direct them to the IES website. A useful applicant tutorial is online.
- Compile a list of colleagues that you feel qualify for online and section judging.

The criteria is as follows;

Please nominate a maximum of ten judges, preferably to include one with prior experience in the program. Try to balance the skills of the judges from a good mix of disciplines with various areas of expertise so that they represent both the art and science of lighting.. Keep these criteria in mind when nominating judges;

- Do they have a college degree in lighting or related field?
- Are they Lighting Certified?
- Do they have at least 5 year's experience in the lighting industry?
- Have they served as a judge in the past for the IES or any other lighting programs?

January 14, 2011

- Online submissions open
- Create your section administrative page. Directions will be emailed to all confirmed section chairs in January. From this page you can:
 - View all projects submitted to your section and track their progress
 - Nominate up to 10 online judges
 - Track online judge applications and progress with project review
 - Print project narratives and view images for live section judging

February 12 - March 4

- Optional Section Judging. This judging/review presents an opportunity for peers, familiar with the program, to recommend edits allowing the applicant to best address all program requirements. This is also an educational opportunity for those new to the industry submitting a project for the first time or those that may need extra guidance from their section. While section judging is not mandatory, it is recommended.
- Section certificates will be available from the IES office

March 5 – March 18

- Online program open for editing. Applicants to take comments their sections have given them to improve their projects. Applicants can edit images and narrative.

March 19 – April 15

- Online Judging
All projects (US, Canada, Mexico and International) will be judged by a pool of online judges no matter the results from the section level. The judging will be done from the judge's desktop and at their convenience. The projects will move on to final judging based on an average score compiled from the online judging.
- Applicants will be notified of results at the end of online judging.

May 16, Philadelphia, PA

- Final Judging

November 2011

- IES Illumination Awards presentation in conjunction with the Society's Annual Conference