

### HOW MANY WORKS CAN I SUBMIT?

Architects may submit up to **TWO** works of any size.

### IS THERE A SIZE RESTRICTION?

There are no size restrictions.

### HOW MUCH DOES IT COST TO ENTER?

The price of submission is **£25 per work/£10 for students** to cover administration costs. Submissions will not be accepted without payment and refunds will not be offered for works which are not selected, not delivered at the correct day/time or for applications not completed correctly by the online submission deadline of **3 February 2021 at 5pm**.

There will also be a **£10 hanging fee** for any works installed in the exhibition payable on the pre-selection Hand-In days. Any works not included in the final selection will be refunded this hanging fee.

### HOW DO I PAY FOR MY ENTRY?

Payment is made online during the application process by debit or credit card, facilitated by Stripe.

### HOW DO I ENTER?

Architects must register and submit work online at [www.royalscottishacademy.oess1.uk](http://www.royalscottishacademy.oess1.uk).

Artists should submit to the Open Art section and architects should submit through the Open Architecture section

### DO I STILL HAVE TO REGISTER IF I HAVE SUBMITTED IN PREVIOUS YEARS?

If you have entered a previous RSA Open in the last few years you will use the same login details as before. If you entered prior to 2017 or have never entered before you will need to set up a new account.

### I CANNOT REMEMBER MY PASSWORD

Click on 'Forgot your Password?' in the login area and a Verification Code will be emailed to you.

Remember to check your Junk Mail for the reply.

### DO I HAVE TO BE SCOTTISH / BASED IN SCOTLAND TO SUBMIT?

No, we welcome entries from anywhere in the world, however all regulations still apply and must be adhered to. If you are based outside the UK, please read the **Regulations** and **Information for International Exhibitors** in full before deciding to enter. These can be found by clicking the links on the bottom right of our webpage.

### AM I CLASSED AS A STUDENT?

To enter as a student, you must still be a registered student by the submission deadline of **3 February 2021**. Students will be asked to show a Student Card or other documentation confirming their student status if invited to deliver pre-selected work.

### CAN I SUBMIT AS AN ORGANISATION / COLLABORATION?

Yes. One person should take the lead in completing the application, including their contact details, and the collaborators details (organisation name) should be included in the relevant field.

### CAN I SUBMIT A DIPTYCH/MULTI-PART WORK AS ONE ENTRY?

Yes, multi-part works can be included as one entry. This includes diptych, triptych and quadriptych etc.

If pre-selected, all separate parts must be labelled clearly (e.g. 1 of 2, 2 of 2) and indicate hanging order. If relevant a diagram should be included with the work.

### HOW MANY IMAGES OF EACH WORK CAN I SUBMIT?

You are required to submit ONE image of each work; however, you can upload an additional two images to show different angles/views if you feel this is necessary. Please ensure that you use good quality images do justice to your work and that adhere to the specifications noted on the submission website.

## WHAT KIND OF IMAGE/FILE SHOULD I UPLOAD?

Your images should be good quality and represent the work well. Images should be JPEG or PNG files and should be over 1MB but not exceed a maximum 5MB.

## MY IMAGE WON'T UPLOAD

- Check image is a JPEG or PNG - other file types may not upload.
- Check file size - the time it takes for images to upload may vary depending on your browser settings and internet speed, so please be patient and resize your image if necessary.
- There are many ways to resize images - here are a few ways:
  1. Resize on PC: Open your JPEG in Paint. Click 'Resize' near the top right of the page. In the window that opens select 'Pixels' then change the longest side to roughly 1600 pixels (or smaller). Ensure that 'Maintain aspect ratio' is ticked so that the other side adjusts automatically. Click 'OK' then save your re-sized JPEG as a copy.
  2. Resize on Mac: Follows these instructions [www.wikihow.com/Resize-Pictures-\(for-Macs\)](http://www.wikihow.com/Resize-Pictures-(for-Macs)). When you get to step 6 change 'cm' box to 'pixels'. Set your longest side to 1600 pixels. The other side should automatically re-scale proportionally if you have 'Save Proportionally' ticked. Save this as a copy.
  3. Resize on iPad/iPhone: Follow these instructions [www.iosappweekly.com/resize-photos-iphone-ipad/](http://www.iosappweekly.com/resize-photos-iphone-ipad/)
  4. If these options do not work, try searching online for how to resize an image using your specific device or use a free online photo editing tools.

## SHOULD MY SIZE HEIGHT / WIDTH / DEPTH INCLUDE FRAMING?

Yes, when completing dimensions please include the full outer frame size of the work. Dimensions should be given in centimetres.

## DO I HAVE TO INCLUDE THE FRAME IN MY PHOTOGRAPH?

No, your frame does not have to appear as your first/main photograph, but ideally you should make use of the additional two images to add a view with the frame or a close-up of it.

## CAN I EDIT MY APPLICATION?

Yes, you can log back into your account and edit your application and personal details as often as you like until you have either 'confirmed' the application or the deadline has passed. Please note that even if you have clicked 'Confirm', there is the option to 'Unconfirm' and make amendments until the submission deadline.

## HOW DO I SUBMIT A VIDEO/AUDIO WORK?

Video/audio works cannot be uploaded directly to the application site. You should upload your work onto another site such as Vimeo or YouTube and enter the URL in the relevant section in the Artwork Details. If your work is password protected please provide the password in the field provided. You will still be asked to upload a static image which should be a still from the video or an image to describe the audio work.

## HOW DO I FIND OUT IF I AM PRE-SELECTED?

Log back into the submission site from midday on **28 February** to see if your work(s) have been pre-selected. **Please note, you will not be emailed directly, you must remember to log back in on this date.** If you have submitted more than one work please check the thumbnails at the bottom of the notification message to check if only one or both of your works have been pre-selected.

## HOW DO I GET MY LABELS?

If your work is pre-selected RSA labels will be posted out to the address you have registered with on your online application in the week after the pre-selection notification. Spare labels will be available from staff on the hand-in day should you need them.

## DO I HAVE TO HAND WORK INTO THE GALLERY MYSELF?

No, if your work is pre-selected and you are invited to bring it to the gallery you may ask a friend or courier to deliver on your behalf. Please note that, as stated in the guidelines, works must have labels attached and all packaging removed before handing over to RSA staff; these conditions must be fulfilled by whoever delivers your work. If a courier is unable to unpack your work please contact us to inform us of this in advance. Due to staffing and a short install period we can only offer to unwrap a limited number of works.

Remember you will be required to pay a £10 hanging fee when delivering so please make whoever is delivering your work aware of this or contact us about it in advance.

### CAN I HAND IN AN ALTERNATIVE WORK TO THE ONE PRE-SELECTED?

No, only pre-selected work can be handed into the gallery, no substitutions can be made.

### DO I HAVE TO SUPPLY MIRROR PLATES / HANGING MECHANISMS?

The RSA will supply and fit all mirror plates and basic hanging mechanisms.

If your work has an unusual or specific hanging method then, if pre-selected, please discuss this with staff at hand-in. In this case you may be required to supply the hanging mechanisms along with your work.

Please ensure that no hanging mechanisms are attached to the back of the work when handing in as this could cause damage to your work and others.

### DO I NEED TO PROVIDE MY OWN SOUND / AV EQUIPMENT / PLINTH / PROJECTOR / SOUND EQUIPMENT ETC.

**Yes – all plinths/shelves for sculptures and AV equipment for electronic submissions must be supplied with the work on the hand in days or the work will be rejected.**

Plinths must be stable and an appropriate size for the work. The RSA reserves the right to paint plinths unless expressly prohibited by the architect. All plinths/equipment submitted should be labelled with the architect/company's name.

Works whose stability, materials or method of construction could present a hazard to the viewing public may be rejected on these grounds. Works having moving parts or utilising electrical/mechanical elements must comply with health and safety regulations and be PAT tested. A composite work must be accompanied by clear instructions for assembly.

### DOES THE WORK HAVE TO BE FOR SALE?

Work selected for exhibition should be for sale where possible. All sales made from the exhibition are subject to **40% commission + VAT** (charged on the amount of commission only). Please check the **Regulations** for full details. The price of work shown on the online submission form is the total price payable by the purchaser, we will not add the commission on for you.

Architects registered for VAT must enter their VAT number on the online submission form.

### CAN YOU RECOMMEND COURIERS?

The RSA is not affiliated with any of the couriers listed below and cannot confirm if they will be able to assist with your delivery/collection. Many other couriers are available.

#### SCOTLAND

Van GoGo2 (Stuart Horsburgh) - vangogo2@gmail.com (Edinburgh, Glasgow, Borders)

John Lawrence - johnlawrence48@icloud.com (Aberdeenshire, Dundee, Fife)

McAdie and Reeve (Orkney) - [www.mcadie-and-reeve.co.uk](http://www.mcadie-and-reeve.co.uk) (Orkney)

#### IRELAND

Irish Art Services - [www.irishartservices.com](http://www.irishartservices.com) - info@irishartservices.com, +353 63 849 51

#### UK/EUROPE

Aardvark Art Services - [www.aardvarkartservices.com](http://www.aardvarkartservices.com) - info@aardvarkartservices.com - 01253 794 673

Art Cargo - <https://artcargo.co.uk> - +44 (0)75 88 48 43 64

Picture Post - [picture-post.webnode.com](http://picture-post.webnode.com) - collection points across the UK

Constantine Fine Art Logistics - [www.const.co.uk](http://www.const.co.uk) - 01236 750 055

Central Link Couriers - [www.central-linkcouriers.co.uk](http://www.central-linkcouriers.co.uk) - covers all European countries



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The RSA is a charity registered in Scotland (No. SC004198)