

RSA ANNUAL EXHIBITION

OPEN ARCHITECTURE 2019



FAQs

HOW MANY WORKS CAN I SUBMIT?

Architects may submit up to TWO works of any size.

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 not selected or handed in.

In line with other exhibiting societies there will also be a **£10 hanging fee** for any works installed in the exhibition payable in cash on the Hand-In days. Any works not included in the final selection will be refunded this admin fee.

HOW DO I ENTER?

Architects must register and submit work online at www.royalscottishacademy.oess1.uk.

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

If you have entered a previous RSA Open, or you have registered for other open exhibitions administered by OESS, 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 Artists** (downloadable as a PDF from our website) in full before deciding to enter.

CAN I SUBMIT AS A COLLABORATION/COMPANY?

Yes, but please note that an individual may only submit a maximum of two works in total (i.e. you may not submit two works as a collaboration and two works as an individual architect).

One architect should take the lead in completing the details required in the online application, filling in the collaborators/company details in the section provided.

If pre-selected please fill out the Exhibition Labels with the name you wish the work to be recorded under in the Catalogue.

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

Yes, multi part works can be included as one entry.

If pre-selected, all separate parts must be clearly labelled (e.g. 1 of 2, 2 of 2) and indicate hanging order.

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 three images to show different angles/views if you feel this is necessary.

Please ensure that you include good quality images that will do justice to your work and that adhere to the specifications noted on the submission website. We recommend JPG files of about 1600 pixels wide and up to 2MB in size.

HOW DO I UPLOAD MY IMAGE?

- Firstly please ensure the image you have is of good quality and large enough to then resize without it distorting i.e. if the original image is 700kb, and you then re-size to a larger size of 1MB then this will distort your image. Always make adjustments to a copy and not to the original image.
- Open your image in your photo-editing software and check its size. The file size of your submitted images should not exceed 2MB and the quality should be at least 72 dpi. Your work should be around 800 to 1600 pixels on its longest edge.
- Once you are happy with your image, save your image as a JPG.

- If you do not have access to Photoshop etc., there are various free online tools that will resize images for you such as Picasa. Images larger than 2MB may upload but are not ideal as they may take a while to process depending on your connection speed.

MY IMAGE WON'T UPLOAD

- Check image is a JPG - other file types should upload but can sometimes encounter problems.
- Check file size- if you are having problems uploading the image it's almost certainly too big!
- Resizing images:
 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 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 JPG 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/

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 in your photograph - but when filling in dimensions you must record the full outer frame size in centimetres

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

Yes - 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 must be labelled with the owners 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.

HOW DO I PAY FOR MY ENTRY?

Payment is made online during the application process by debit or credit card

If your work is pre-selected the £10 hanging fee is payable in cash on the hand-in days. The £10 hanging fee will be refunded if the work is not hung in the exhibition.

CAN I EDIT MY ONLINE ENTRY?

Yes, you can log back into your account and edit your entry until you have either 'confirmed' the application or the deadline has passed. Please double check all information is correct before confirming your entry.

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

Log back into the submission site from midday on Wednesday 23 October 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.

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. 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 you are pre-selected and invited to bring work to the gallery you may ask a friend or agent 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. The £10 per work hanging fee can be made by placing cash in an envelope attached to the back of your work before packing. PayPal can be used by non-UK artists only.

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 wish supply your specific 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.

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.

Scotland

Van GoGo2 (Stuart Horsburgh) - vangogo2@gmail.com

John Lawrence - johnlawrence48@icloud.com

Artlink - info@artlinktransport.com - <http://artlinktransport.co.uk>

UK-wide/Europe

Aardvark Art Services - info@aardvarkartservices.com - 01253 794 673

Constantine - 01236 750 055

Picture Post - collection points across UK including Edinburgh - www.picture-post.webnode.com Central Link Couriers -

Covers all European countries - www.central-linkcouriers.co.uk