

PLEASE NOTE

Our Regulations have been updated (03/02/2021) to reflect the decision that this exhibition will proceed as **an entirely online presentation** this year due to Government restrictions as a result of COVID-19. Please read the **Regulations** document for full details. These FAQs have also been amended accordingly.

We thank you for your understanding at this very challenging time.

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 no longer be a **£10 hanging fee** for selected works.

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.

Artists should submit to the Open Art section and architects should submit through the Open Architecture section. Please make sure to select the correct one.

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 **10 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.

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/
 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.

If you have yet to have your work framed but intend to if selected please include approximate dimensions and update us if the work is selected.

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, if you would like to make changes to your application but have already clicked 'Confirm my Application', there is the option to 'Unconfirm my Application' at the bottom of the My Application page, this is only possible up 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 SELECTED?

There is now only one round of selection, meaning more works will be included in the online presentation than would have been included in the physical exhibition. To find out if you are selected you must log back into the submission site from 10am on **8 March** 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?

Labels will no longer be required as it is now an online only exhibition.

DO I HAVE TO HAND WORK INTO THE GALLERY MYSELF?

Works no longer have to be delivered to the gallery as this is an online only exhibition. However, if the work sells you will still be required to deliver it to the RSA. This will be arranged on an individual basis.

You do not need to deliver the work in person and can use a courier or delivery service. Please make sure the RSA is aware of any delivery plans in advance.

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

No, only selected work can be included in the online exhibition, no substitutions can be made.

CAN I SEND FURTHER IMAGES/HIGHER RES IMAGES AFTER SELECTION?

Yes, the RSA will email all selected architects shortly after the selection is live to ask if they wish to send more images and/or include a bio/project details for the online presentation. This is not compulsory, only if you feel it will enhance the work online. Please do not send this information until it is requested.

DOES THE WORK HAVE TO BE FOR SALE?

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

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 (Orkney)

IRELAND

Irish Art Services - www.irishartservices.com - info@irishartservices.com, +353 63 849 51

UK/EUROPE

Aardvark Art Services - 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 - collection points across the UK

Constantine Fine Art Logistics - www.const.co.uk - 01236 750 055

Central Link Couriers - www.central-linkcouriers.co.uk - covers all European countries



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