

Thessaloniki, 23.10.2020

## Guidelines for the online Application Form

### GENERAL RULES

- The Application submission form consists of 8 steps.
- Each step is a page with a form to be filled with data of a part of the Application. Having completed the entry of the data, please click the "SAVE APPLICATION" and "NEXT PAGE" button at the bottom of the page.
- It is mandatory to enter all the boxes marked with an asterisk [\*]. You cannot proceed to next page, without filling in these boxes.
- Also, other boxes are required depending on the Applicant type (Legal Entity) and are marked with asterisk in parentheses [(\*)]. The software does not check the filling with data of these boxes. The Applicant has the responsibility to provide the relevant data.

### PAGE 1 - LEAD APPLICANT

In the first page you must enter the Application type and the Lead Applicant Identification Data.

#### Application type

Field Name	Data
Application Type*	Select the Type of the Application: a) One Applicant or b) Group of Applicants

#### Lead Applicant

In the following boxes you enter the Identification data of the Lead Applicant, i.e. the Applicant who is responsible for entering the entire Application data and will be contacted by the Organizer if the Group of Applicants is selected for participation in the Design Competition.

In case of Application with one Applicant, enter the Identification data of the Applicant.

The fields of Lead Applicant Identification Data are as follows:


Field Name	Data
Lead Applicant Legal Category *	Select the Legal Category of the Applicant: a) Natural Person, b) Legal Entity
Company Name/ Natural Person name *	a) in case of Legal Entity enter the Company's Name b) in case of Natural Person enter his/her full Name
Company Activity/ Natural Person profession *	a) in case of Legal Entity enter the Company's Activity(ies) b) in case of Natural Person enter his/her profession
Founding year(*)	Required only for Legal Entities

Field Name	Data
	in Case of Legal Entity enter the founding year of the Legal Entity
Address *	Enter the full Address data of the Applicant
Postal Code *	
Region/City *	
Country *	
Tel. Number	Enter the relevant data of the Applicant
Email	
Website	Enter the link to website of the Applicant. Please copy/paste the link to include "http(s)://" prefix
Branch Offices in	Enter the Cities/Countries, where are Branch Offices of the Company
Name of Legal Representative (*)	Required for Legal Entities in Case of Legal Entity enter the Full Name of the Legal Representative who signed the Declaration of Honor
Position of Legal Representative (*)	Required for Legal Entities in Case of Legal Entity enter the Position of the Legal Representative who signed the Declaration of Honor
<b>Contact person information</b>	Enter the full name, e-mail and telephone of a person to be contacted by the Organizer for anything about the Application.
Title	
Name *	
Email *	
Contact person Tel *	
Declaration of Honor *	Upload the scanned Declaration of Honor Document, properly filed and signed. <i>(one file, 5MB max, pdf format)</i>
List of works *	Upload the Applicant List of Works Document (max 2 pages A4) (one file, 5MB max, pdf format)
Application Notes	Here you can enter any additional notes/remarks/comments for the entire Application.

After filling all page data press "SAVE APPLICATION" and then press "NEXT PAGE"



## PAGE 2 - APPLICANTS

- In case of Group of Applicants enter the Identification Data of all other Applicants in the second page.
- In case of one Applicant the second page does not exist, and you go directly to page 3.
- You can add an Applicant with the button “ADD APPLICANT” at the bottom of the page.
- You can remove an Applicant with the button  in the middle of the right side of Applicant boxes


The fields of each Applicant Identification Data are as follows :

Field Name	Data
Applicant Legal Category *	Select the Legal Category of the Applicant: a) Natural Person, b) Legal Entity
Company Name/ Natural Person name *	a) in case of Legal Entity enter the Company's Name b) in case of Natural Person enter his/her Full Name
Company Activity/ Natural Person profession *	a) in case of Legal Entity enter the Company's Activity(ies) b) in case of Natural Person enter his/her profession
Founding year(*)	Required only for Legal Entities Enter the founding year of the Legal Entity
Address *	Enter the full Address data of the Applicant
Postal Code *	
Region/City *	
Country *	
Tel. Number	Enter the relevant data of the Applicant (optional)
Email	
Website	Enter the link to website of the Applicant. Please copy/paste the link to include “http(s)://” prefix
Declaration of Honor *	Upload the scanned Declaration of Honor Document, properly filed and signed. <i>(one file, 5MB max, pdf format)</i>
List of works *	Upload the Applicant List of Works <i>(max 2 pages A4) (one file, 5MB max, pdf format)</i>
Branch Offices in	Enter the Cities/Counties, where are Branch Offices of the Company
Name of Legal Representative (*)	Required for Legal Entities in Case of Legal Entity enter the Full Name of the Legal Representative who signed the Declaration of Honor
Position of Legal Representative (*)	Required for Legal Entities in Case of Legal Entity enter the Position of the Legal Representative who signed the Declaration of Honor

After filling all page data press “SAVE APPLICATION” and then press “NEXT PAGE”

### PAGE 3 - Design Team Members

In the third page enter the Identification Data of all Design Team members.

- You can add a Design Team Member with the button “ADD TEAM MEMBER” at the bottom of the page.
- You can remove a Design Team member with the button  in the middle of the right side of Applicant boxes

The fields of each Design Team Member (natural person) are as follows :

Field Name	Data
Gender	Select the gender of the member
Name*	Enter the full Name of the member
Nationality	Enter the member’s Nationality
Profession *	Enter the member’s profession
Partner/Shareholder/Employee in an Applicant *	Select Yes or No
Team Member firm/company name *	a) In case of being Partner/Shareholder/Employee in an Applicant enter the Applicant name b) In case of being Partner/Shareholder/Employee in a firm/company not participating in the Group of Applicants enter the firm/company name. c) In case of being a freelancer expert enter “Freelancer”
Partner/Shareholder/Employee in the firm/company since	Enter the start year of being Partner/Shareholder/Employee in the above firm/company
Team member CV *	Upload the member’s CV. (Max. 1 page A4) <i>(one file, 5MB max, pdf format)</i>
Email	Enter the member’s personal email

After filling all data press “SAVE APPLICATION” and then press “NEXT PAGE”

## PAGE 4 - Reference No 1

In the fourth page you must enter the Identification Data of Reference No 1, a large-scale building project for mass gatherings

The fields of the Identification Data of Reference No 1 are as follows:

Field Name	Data
Responsible Applicant*	Enter the Name of the Applicant, who designed the referenced project
Project title*	Enter the title of the project
Location*	Enter the location of the project
Client*	Enter the Name of the client
Client category*	Select the category of the client: a) public, b) private entity
Size, sqm GFA*	Enter the size of the project in sqm Gross Floor Area (numbers only)
Realized*	Select if the project has been realized or not
Current stage * (if realized)	If the project <u>is realized</u> , select the current stage of the project: a) "In design phase", b) "In construction phase", c) "Completed" and then fill in the year of completion * (numbers only)
Project category * (if not realized)	If the project <u>is not realized</u> , you can select: a) "Presented in a competition" and then select the Competition Ranking* b) "Other" and then fill in additional information for the reason that the project was not realized.
Architectural services start year*	Select the year that the architectural services started
Architectural Services end year*	Select the year that the architectural services ended, or is scheduled to finish.
Applicant's Role	Select the role of the Applicant: a) "Lead Designer" if he/she is the only Lead Designer. b) "Co- Lead Designer" if there are multiple Lead Designers and then fill in the Name(s) of the others Co-Lead Designer(s)*
Architectural Services provided by Applicant	Enter a short description of all services provided by the Applicant (e.g. Preliminary Design, Design Development, Building Permission Application, Construction drawings, Bidding documents, Assisting award process, Construction supervision, Project control and documentation etc.)
Project presentation*	Upload a two (2) pages landscape format presentation of the Project. (one file, 5MB max, pdf format)

After filling all page data press "SAVE APPLICATION" and then press "NEXT PAGE"

## **PAGE 5 - Reference No 2**

In the fifth page you must enter the Identification Data of Reference No 2, a large- scale, open space, urban project.

The fields of the Identification Data for Reference No 2 are the same with the relevant of Reference No 1.

## **PAGE 6 - Reference No 3**

In the sixth page you must enter the Identification Data of Reference No 3, an Architectural Project with strong identity.

The fields of the Identification Data for Reference No 3 are the same with the relevant of Reference No 1.

## **PAGE 7 - Review your Application**

The seventh page includes a list of all data of your Application.

**Please, review carefully your Application.** In case you are not ready to apply, select the “SAVE APPLICATION”. In case you want to make changes in the application data, select “PREVIOUS PAGE”.

If you are ready to submit your Application, select the “SUBMIT” button. **After the selection of the “SUBMIT” button the Application’s submission is final and no changes can be done.**

## **PAGE 8 - END**

In this page, you are being informed if your application is accepted. There is a “back to your account page” option, where you can View or Print your submitted application.

**If you have any questions, or encounter any problems with the Application submission, please contact [info@thessaloniki-confexpark.gr](mailto:info@thessaloniki-confexpark.gr)**