

# 2019

## Low Impact Development Design Competition

**Team Identification Number Must Be On Title Page**

Please remember that submittals are to be anonymous. Do not put names or any other potentially identifying marks anywhere on this document, as this will be cause for disqualification.

# Required Elements

- Written Overview of the Team's Design Concept
- Site Plan(s)
- Drainage Plan(s)
- Landscape Plan(s)
- Details of pertinent elements
- Sketches/renderings, as needed
- Sections/Elevations
- Irrigation/Rainwater Harvesting Plan(s), if applicable
- Identification and Justification of Hydrologic/Drainage Model Utilized
- Project Cost Estimates and Comparison to the Project Costs if Traditionally Developed.

## Notes

- The images, drawings and data incorporated on the foam core presentation boards should be taken from, or included in, the information in this electronic submittal.
- Other information, beyond the required elements named above may be included at the team's discretion.

# Submittal Notes

- Submittal must include a Registration Form that identifies any additional members, not included on the original Registration Form. It must include signatures of the added members.
- Submittal must include at least one, but no more than two foam core presentation boards (30"x 40"), on which the team's key concepts and elements of the design are presented visually, including a summary of the economic and hydrologic modeling results.
- Submittal must include an identification card (8.5"x11") containing team, and team member identification for display with the team's presentation boards at the Finals Event and Awards Program.

# Submittal Notes

- Design competition intent to participate with fee submission due May 1st, 2019.
- Final Design due June 7th, 2019.
- Any documents and the electronic submittal should be presented in a sealed envelope on which the team's Identifying Number is prominently displayed, and attached to the foam core board(s).
- Please include electronic copies of the foam-core board materials along with your other required documents.

# Submittal Limitations

- The number of slides (pages) in your PowerPoint submittal is limited to thirty (30).
- Items requiring multiple pages may be hyperlinked to a single PowerPoint page, so as to avoid undue constraints on your submittal.

# Create a Submittal Folder

- Create a folder on your hard disk named “2019 DESIGN COMPETITION SUBMITTAL”
- Open your submittal PowerPoint and save it to this folder
- Move any document files which will be hyperlinked to your PowerPoint into this folder. **This must be done prior to creating the hyperlinks.**
- Open your PowerPoint and create the hyperlinks to these files.
- Your entire submittal should be contained in the “2019 DESIGN COMPETITION SUBMITTAL” folder.
- Copy the “2019 DESIGN COMPETITION SUBMITTAL” folder to the CD or USB drive which will be submitted.
- Please test your submittal on a computer other than the one on which it was created, prior to submission to insure functionality.

# Hyperlinked Files

- Examples of files you may want to hyperlink (in the event that they might otherwise occupy too many pages) include the Design Concept Overview, Hydrologic/Drainage Modeling Justification, Project Cost Estimates with a Comparison to the Project Costs if Traditionally Developed.
- You might also choose to hyperlink additional information on any of the required elements.

# Hyperlinking Files

To Hyperlink to a document (any number of pages) use one of the following Icons:



How To Hyperlink a Document:

- 1: Place the document(s) you want to hyperlink in the “2019 DESIGN COMPETITION SUBMITTAL” folder
- 2: “Copy & Paste” the appropriate icon located above onto your PPT slide
- 3: Then, right click on the Icon
- 4: From the drop down menu, select **Hyperlink**
- 5: In the **Look In** drop down box, browse to the target file
- 6: Select the document and click **OK**



# Inserting Objects

If you have a single page Word Document, PDF or Excel Spreadsheet you like to insert on a PowerPoint page (rather than hyperlinking it) you may do so by using the Insert Object function from the Insert Menu.

How To Insert an Object:

- 1: Place the Object file in the “2019 DESIGN COMPETITION SUBMITTAL” folder.
- 2: Click **Insert** on the main tool bar
- 3: Select **Object** in the drop down menu
- 4: Select **Create From File**
- 5: Click on **Browse** and browse to the target file
- 6: Select the target file and click **OK**

# Adding Pictures

You may use “Copy and Paste” to add images to a PowerPoint page.

or

You may Insert a Picture (.jpg, .gif, .tif, .png, .bmp, etc.) using these steps from the Insert Menu:

- 1: Go to **Insert** in the tool bar
- 2: Select **Picture** in the drop down menu
- 3: Select **From File** in the secondary menu
- 4: Click on **Browse** and locate the picture
- 5: Select the picture you wish to Insert and click **OK**

# Adding Drawings

Drawings should be converted to PDF or one of the standard picture formats (.jpg, .gif, .tif, .png, .bmp, etc.) before being pasted into, inserted on, or hyperlinked to a page.

# Questions?

Email

GreatPlainsLID2019@gmail.com

Answers are typically posted within 2-3 days.

Please understand that the specific instructions regarding PowerPoint operations are based on the version of PowerPoint utilized by the creator of this Guide. Your version of PowerPoint may be different and therefore the instructions may vary slightly. **PowerPoint user support is beyond our capabilities. This Guide is simply offered as a convenience to those who might find it helpful.**