



## WHO CAN ENTER

- All full or part time students enrolled on higher education courses anywhere in the world (HND, BTEC, BA, BSc, MA, MSc, MD or equivalent) can enter
- You don't necessarily need to be studying a creative course to enter
- You may enter either as an individual or a team (teams **must** be no more than three people)
- You can enter as many times as you wish

## HOW TO ENTER (in 5 easy steps)

### Step 1 Eligibility and entry.

You will need these documents to enter (download at [www.dandad.org/studentawards07](http://www.dandad.org/studentawards07)):

- Terms & conditions (this document)
- Supporting information
- The brief(s) you want to enter
- Entry form and labels

Read the terms and conditions and supporting information to ensure you understand all the entry requirements. Please ask your tutor before contacting D&AD if you have difficulty in understanding any of this information as failure to do so may result in your entry becoming ineligible, irrespective of any fees or work submitted.

Some important points:

- An entry consists of one response to a brief
- Two entirely different concepts must be submitted as two separate entries
- There is no limit to how many times you can enter the same or different briefs
- Briefs are set and must be completed in the English language

### Step 2 Your work.

Choose which of the briefs you wish to work on. Carefully follow the requirements stated within each individual brief. The 'Deliverables' section in each brief tells you how to format your work and must be followed to ensure your work is accepted.

### Some general points:

- Boards should only be A3 (297mm x 420mm) or A2 (420mm x 594mm) in size, ideally made of polystyrene or lightweight card and with your artwork securely mounted on. Never send more than the number of boards requested
- Digital work should only be submitted if requested by the brief and in the formats specifically stated. Files must also be clearly labelled and not exceed the size stated in the brief
- 3D models or mock-ups should only be submitted if requested by the brief

### Some good advice:

The judges will want to understand your ideas very quickly. The way your work is presented is a vital ingredient to ensuring success – for example, if your presentation lacks clarity, is over-complicated or word-heavy, then your chances of success will be greatly reduced, however brilliant your idea!

### Step 3 Preparing your work for submission.

You must complete an entry label for every item (board, CD, model) produced for each individual entry. These must be affixed to each item, clearly numbered in order (1 of 4, 2 of 4 and so on) so that we know:

- 1) How many parts there are to your entry
- 2) In what sequence you wish us to display your work

Please complete labels in BLOCK CAPITALS and do not write your name or college anywhere on your work other than on these labels.

Now you must complete the entry form in BLOCK CAPITALS and then take it to your tutor. Your tutor must sign the form to verify your entry, agree to the terms and conditions and declare the work is your own in order to be accepted. This form also contains a section for payment and must be included with your work and the correct amount of money when sending to D&AD.

### Step 4 Payment.

You must include full payment with your work and entry form. Unless your entry is part of a bulk course submission (see notes to tutors below), please include one payment for your entry or entries.

The fee is £15.00 Sterling/\$29/€25 per entry (includes VAT). D&AD registered University Network member courses and D&AD Student members receive a discount at £12/\$23/€20 (includes VAT) per entry. If you are unsure whether your course is a member then please consult your tutor.

Payment is accepted only as follows:

- Credit/debit card. We accept Visa, Mastercard, AMEX, Maestro or Delta cards only. The fee will be deducted at the current rate of exchange
- Sterling cheques drawn on UK banks and made payable to D&AD Global Student Awards
- Bank transfers made directly to D&AD's bank account. Please contact the Student & Postgraduate Programme Manager at D&AD for details

If you require a VAT receipt please enclose a SAE with a note requesting a VAT receipt (VAT registration number is 240646576). D&AD does not issue any other receipts.

Do not send cash under any circumstances. Any payment not cleared by the beginning of judging will be disqualified.

### Step 5 Sending in your work to D&AD.

We strongly advise you to submit duplicates of original work wherever possible. Carefully package your entry (especially if including a 3D model) to avoid damage and send it to: **D&AD Global Student Awards 2007, 9 Graphite Square, Vauxhall Walk, London, SE11 5EE, United Kingdom.**

### The final deadline for entries is Friday 23

**March 2007 by 17:00 GMT.** No entries received after this date will be accepted into the competition. If you are sending entries from outside the UK and are concerned about the deadline, please contact the Student & Postgraduate Programme Manager at D&AD no later than Friday 16 March 2007.

### Checklist Have you done the following?

- Correctly formatted your work as requested by the Deliverables stated in the brief
- Completed and affixed an entry label on every piece of work
- Completed your entry form, had it signed by your tutor and included it with your work
- Included full payment with your entry

Help us to help you enter successfully by following all the steps above. It would be a shame to go through all the effort of producing an excellent piece of work that is then disqualified because they were not followed!

## NOTES TO TUTORS

If sending in multiple entries we strongly advise you to send in one payment to cover the total sum of entries. Please photocopy the entry form if you require more space to write in entrants' details. You must ensure all forms are stapled together with any payment details attached or filled in where appropriate.

If you must send multiple payments (i.e. individual cheques from students) please ensure it is clear which payment relates to which work. The best way to do this is by asking your students to affix one payment to one entry form per entry, or to put their cheque in an envelope affixed to the back of the first board in their entry.

Any payment problems with bulk entries will prevent the entire submission from being accepted until cleared. Following these simple guidelines will greatly reduce any risk of work not being accepted.

Now please read the supporting information.