

## Comment Card Box Design Competition – Frequently Asked Questions

### **How many entries can I submit?**

Entry is limited to one portrait per student

### **Are there any size restrictions?**

The work must be of a size and medium that does not inhibit its display in the NGI.

### **What does 'production-ready' mean?**

Fully costed timeline with materials sourced.

### **What materials can I use?**

Works in any media (including steel, plastic, glass and wood) are acceptable.

### **Where are the Comment Card boxes to be located?**

The entry foyer of the Millennium Wing, the entry foyer of Merrion Square and the Atrium.

## ENTRY PROCESS

### **Where do I find the entry form?**

On the National Gallery of Ireland website: [www.nationalgallery.ie](http://www.nationalgallery.ie)

### **What will you do with my personal information?**

All personal data given will be held securely by the Gallery and will only be used to administer your entry. It may be used for internal research/statistical purposes. It will not be passed to any third parties.

### **Can I send in my application by post?**

No. All submissions must be made via email to: [designcompetition@ngi.ie](mailto:designcompetition@ngi.ie)

### **How many digital photographs or renderings can I submit with my form?**

You are restricted to submitting 5 images or renderings of your design.

### **What are the requirements for the images that I submit?**

The image that you must be saved as a JPEG format. The file size must be no larger than 3MB.

## COMPETITION TIMINGS

### **What is the closing date?**

The closing date for submissions is 28 February 2018. No entries submitted after this date will be considered.

### **When does the judging happen?**

The panel of judges will make their initial selection during March 2018.

### **How does the judging process work?**

All the digital images/files of designs successfully entered will be viewed by a panel of judges. From these entries, the judges will draw up a shortlist for a second round of adjudication. From that shortlist to be adjudicated at the NGI in March 2018. They will then choose the winning design.

**When will I hear if my design has been shortlisted for the competition?**

You will be notified by email in mid-March 2018.

**Will I be informed if I have not been shortlisted?**

Yes. You will be informed by late-March 2018.