

INTERPRETATION AUSTRALIA NATIONAL AWARDS SUBMISSION FORM 2026

Please read the following information before completing your submission.

- Answer all questions in the order provided.
- Include high-resolution JPG or PNG images as separate files within your submission link.
- The entire submission package (including supporting files) must not exceed 30MB when downloaded.
- Provide any video or audio via links (e.g. YouTube, Vimeo, private links permitted).
- Please ensure all access permissions are set correctly so judges can download your materials without sign-in requirements.
- Email your completed submission via a single cloud link (OneDrive, Dropbox, SharePoint, Google Drive, etc.) to awards@interpretationaustralia.asn.au.

Summary of Information Required

The dot-points below provide a brief overview of what you will need to prepare.

Full details and word limits are included in the Submission Form.

1. **Discovery-Project Overview** (*Approx. 300–400 words*)

Describe the foundations of your project, including:

- what the project is and where it takes place (physical, digital, guided, hybrid)
- why it was needed or initiated
- the big idea or purpose behind it
- your key aims and interpretive objectives
- who the primary audience is and how they shaped your approach

2. Design – Approach, Creativity & Inclusion (Approx. 400–500 words)

Explain how the experience was shaped, including:

- media or format selection and why it was chosen
- accessibility and inclusion considerations
- creative or innovative approaches
- how the design engages your audience
- stakeholder or community involvement (including First Nations collaboration where relevant)
- sustainability considerations in materials or methods
- obstacles and challenges overcome

3. Delivery – Execution, Adaptation & Impact (Approx. 400–500 words)

Describe how the project performed in practice, including:

- how it was delivered and how audiences interacted with it
- how you adapted to conditions, audience needs, or updates
- environmental, cultural, or operational sustainability in delivery
- resource use and budget considerations
- maintenance or future evolution
- feedback, data, or evaluation methods
- outcomes and impacts for audiences, communities, or the site

4. Walkthrough & Supporting Documentation

Provide materials that help judges understand the project experience.

You may include up to 10 supporting items, such as:

- a brief description of the user journey or visitor experience
- floor plans, sample panels, text excerpts, or tour scripts
- captioned images (also submitted separately as JPG/PNG)
- video or audio via links only (no large files)

Total submission size must not exceed 30MB when downloaded.

Compressed JPG images and compressed PDFs are recommended.

Cloud links (OneDrive, Dropbox, etc.) are required.

Please ensure all access permissions have been set correctly to allow us to download your submission easily and without additional sign-in requirements.

Budget Guidance for Entrants

To ensure consistency across submissions, please calculate your total project budget using the following guidelines:

What to include

The total budget should reflect all costs associated with planning, designing, and delivering the interpretive project being submitted. This includes:

- consultant fees
- contractor fees
- materials and fabrication
- digital development
- 2D and 3D interpretive media
- content creation
- evaluation tools
- face-to-face training for staff or volunteers
- any other expenses directly tied to the interpretive component

Projects within larger developments

If your interpretive project forms part of a broader development (e.g., a landscape upgrade, museum redevelopment, precinct renewal):

- you may list only the interpretive component of the budget
- please clearly indicate that the figure represents the interpretive portion
- judges will assess only the interpretive elements, not the wider project

What to exclude

- Salaries of permanent or ongoing staff who contributed to the project
- General organisational overheads
- Volunteer time

Exception:

If a staff member was employed on a fixed-term contract specifically to deliver this project, their salary may be included.

When answering the questions, remember that the judges want you to show your passion for your project. Write in plain English and use the principles of heritage interpretation to engage the judges and to persuade them that your project deserves an award. Ensure you follow the template and adhere to the submission guidelines.

SUBMISSION FORM IA AWARDS 2026

Nomination Details:

Please complete all sections. Where applicable either delete or cross out one of the options to indicate your answer. Please note that you can only nominate for one category per project. All sections must be completed for your nomination to be considered compliant.

First Name:	
Last Name:	
Organisation Name:	
Position/Role:	
Postal Address (including state and postcode:	
Mobile:	
Email:	
Are you a member of Interpretation Australia?	YES / NO
NOTE: NOMINATION FEES	MEMBERS - \$100.00 PER NOMINATION NON-MEMBERS - \$250 PER NOMINATION (INCLUDES A ONE YEAR INTERPRETATION AUSTRALIA MEMBERSHIP)
Invoice Details (please indicate name/organisation/address and email applicable for the issue of the invoice):	
Award category nominating for (select 1 only):	☐ Interpretation Projects - Outdoors Less than \$100,000 ☐ Interpretation Projects - Outdoors Over \$100,000 ☐ Interpretation Projects - Indoors Less than \$100,000 ☐ Interpretation Projects - Indoors Over \$100,000 ☐ Guided Interpretative Experience ☐ Mixed Media Interpretation Project ☐ First Nations Interpretation Project
Have you entered this project previously in the IA awards?	YES / NO
Project Title:	

Project Summary (in 150 words or less):	
Location of project (Street, City, State, Postcode, or geographical):	
Client Name:	
Team Members (must list all team members involved in delivering this project – including name or organisation)	
Project Completion Date:	
I confirm that all primary stakeholders, team members, and site owners have been informed of this nomination and support its submission to the IA National Awards.	YES / NO
Image File Names (please include the names of each image file included with this nomination – acceptable formats include JPG, PNG, PDF):	
By entering a project in the Interpretation Australia National Awards I accept the terms and conditions as specified in the Awards Overview document and on the Interpretation Australia website. I understand and accept that the decisions of the IA Judging Panel is final.	YES / NO

Signed	Dated

Project Details:

DISCOVERY

Foundations, context, audience, and purpose.

1. What is your project?

(300–400 words)

Describe your project clearly and concisely, including:

- what it is and where it takes place (physical, digital, guided, hybrid)
- why it was needed and what prompted its development
- the big idea or purpose behind it
- your key aims and interpretive objectives
- who your primary audience is and how they shaped your approach

Response:

DESIGN

How the experience was shaped through media, accessibility, creativity, and engagement.

How did you design the experience?

(400–500 words)

Explain the key design decisions that shaped your project, including:

- why you chose the media or format you used
- how you ensured accessibility and inclusion
- any creative or innovative approaches you used
- how the design engages your audience (emotionally, intellectually, or sensorially)
- how stakeholders or partners influenced the design
- any sustainability considerations in materials or methods
- any major obstacles or challenges

Response:

DELIVERY

How the project performed in practice, how audiences engaged, and what impact it achieved.

How was the project delivered and what impact did it have?

(400–500 words)

Describe how the project performed in practice, including:

- how it was delivered and how audiences interacted with it
- how you adapted to conditions, audience needs, or updates
- how you ensured environmental, cultural, or operational sustainability
- how resources and budget were managed
- how the project will be maintained or evolve over time
- how you gathered feedback or data
- what outcomes or impacts you observed

Response:

SUPPORTING MATERIALS

Upload items that help judges understand your project.

You may include up to 10 items, such as:

- images or photographs
- screenshots
- short video or audio clips
- documents
- links to digital experiences

Choose materials that best illustrate the story you've told in your submission.