



DESIGN CONTEST RULES AND REGULATIONS

1.0 Design contest dates and eligibility

The design contest is organized by the National Capital Commission (hereinafter referred to as “the NCC”). The design contest will be held in Canada, starting on Tuesday, December 7, 2023, at 10 am (EST), and ending Thursday, March 28, 2024, at 11:59 pm (EDT) (hereinafter referred to as “the duration of the design contest”).

The design contest is open to all students legally authorized to study in Canada (as defined hereinafter in Section 2) and duly registered in a Canadian university or college in a recognized design, architecture or urbanism program. Students must also have reached the age of majority in their province or territory of residence at the time that they enter the design contest. Employees, representatives or agents of the NCC, or of any of the NCC’s prize-donating partners, as well those who are related to (as defined hereinafter in Section 2) or residing with the foregoing, are not eligible to participate in the design contest.

Students must also have reached the age of majority in their province or territory of residence at the time they enter the design contest.

No purchase is necessary to enter this design contest.

2.0 Definitions

Legally authorized to study: This means Canadian citizens, permanent residents and foreign students with a valid study permit in accordance with Canadian immigration laws.

Related persons: For the purpose of this competition, two people are related if they are connected by blood relationship, marriage or common-law partnership, or by adoption.

Team leader: The team member responsible for completing the design contest registration.

Team: At least one student, and no more than three (3) students, all registered in a recognized design, architecture or urbanism program. Each student may participate in only one team, and each team may submit only one entry.

3.0 How to participate

The team leader must register by filling out the online registration form. The team will be assigned a design contest registration identification number. This number will ensure that the team's design submission remains anonymous throughout the evaluation process.

Electronic entry form

Fill out the electronic entry form found on the NCC's website a link to 2024 challenge webpage found [here](#). A limit of one registration per valid email address will be accepted.

Submissions' requirements

Submissions may be prepared in either of Canada's two official languages (English and French). Competition submissions are **due no later than 11:59 pm, Eastern Daylight Time, on March 28, 2024**. All submissions will be made via the NCC's FTP site; further details will be provided to participants after registration. No hard copies of materials will be accepted. Since the Urban Design Challenge 2024 is an anonymous competition, no names or identifying symbols of participants shall appear on submitted material or in file names.

Submissions should consist of the following elements:

1. Up to two 60.96-cm x 91.44-cm (24-in. x 36-in.) boards in PDF format. The file names should include the registration number (e.g. "Board_12345"). All drawings and architectural scales should be expressed in metric.
2. A written statement not exceeding 500 words explaining the ideas. The file should be in .txt or Word format. The file name should include the registration number (e.g. "Written_12345").
3. A document with contact information for the participating individual/team. The document should include the project title, participant name(s) and email address for primary contact. The file name should include the registration number (e.g. "ID_12345"). Sources of any third-party material incorporated in the entry must also be included.

4.0 Prize packages

There will one winning team. The winning prize package will include:

- Round-trip train or airplane tickets to Canada's Capital (Ottawa) for each team member.*

- Two nights' stay at a major hotel in the heart of Canada's Capital (maximum of two hotel rooms per team).
- \$750 cash prize per team
- \$250 cash prize per team member to cover meals and expenses of a personal nature.**

The approximate total retail value of the prize packages ranges from \$2,000 to \$10,000, depending on the location of each member of the winning team.

The winning team must attend the awards ceremony on May 23, 2024, at the Urbanism Lab at 40 Elgin Street, Ottawa.

The second-place team will receive \$500 cash prize.

The jury may determine honourable mention awards as well. There are no monetary prizes associated with these awards.

*Train/airplane tickets:

- Students located within the Québec–Windsor corridor will be provided round-trip train tickets in economy class originating from the VIA Rail station closest to their location (place of residence, study or work).
- Students located outside the Québec–Windsor corridor will be provided round-trip airplane tickets in economy class originating from the major Canadian airport closest to their location (place of residence, study or work).

**Each member of the winning team is responsible for any additional expenses and costs related to the prize packages, including insurance, transportation (other than the cost of the train tickets or airfare forming part of the prize package), meals and all expenses of a personal nature. The NCC will select the hotel to be included in each prize package. The NCC is responsible for booking and finalizing the trip arrangements for each prize package. If any part of a prize package is not used or cannot be used for reasons beyond the NCC's control, no compensation of any kind will be provided to the team or team member. The prize package, or any part thereof, may not be assigned or transferred to anyone under any circumstances.

5.0 Selection of the winners

The eligible submissions will be evaluated between April 8 and April 19, 2024, at the NCC's headquarters in Ottawa. The team leaders of each winning team will be notified by email, which will be sent between April 24 and 25, 2024, to the address indicated on the electronic entry form.

6.0 Prize Award

The email sent on April 24 to April 25, 2024, by the NCC to the team leaders of each winning team will also contain the release forms to be completed and signed by each team member who will be attending the awards ceremony. The duly completed forms must be returned to the NCC by email to

kelly.mcrae@ncc-ccn.ca no later than 11:59 pm (EDT) on April 28, 2024. By sending this email with the completed forms, the team leader confirms the attendance of his or her team at the awards ceremony. Upon the receipt of the duly completed and signed release forms, the NCC will contact the team leaders to finalize the arrangements. Failure to comply with any of these above-mentioned conditions or any other condition contained in this document may result in the disqualification of the selected team. Failure to comply with any of these above-mentioned conditions or any other condition contained in this document may result in the disqualification of the selected team.

7.0 Other terms and conditions

Odds of winning

The odds of winning will depend on the number of eligible entries received over the duration of the design contest and the quality of the design ideas submitted. Please read design contest criteria.

Entries may be disqualified

All information provided by participants must be complete, truthful and legible. Any electronic entry form that is incomplete or illegible, contains false information, or is otherwise not in compliance, will be cancelled and become ineligible for the prize packages. The NCC reserves the right to disqualify any individual, or to cancel one or more entries from any person taking part in this design contest, who attempts to enter through means that do not conform to design contest regulations or are unfair to other participants (for example, the use of automated equipment to enter the design contest, hacking, number of entries exceeding the allowable limit, etc.). This individual could be referred to the proper legal authorities.

Any attempt by a participant or any other individual to deliberately damage the NCC website, to alter the entry process in any way or to undermine the legitimate operation of the design contest is a violation of criminal and civil laws. Should such an attempt be made, the NCC reserves the right to seek damages from any such entrant or individual to the fullest extent permitted by the law.

Prizes must be accepted as is

The prizes must be accepted as awarded with no guarantee, and may not be exchanged, exchanged for money, transferred to another person or combined with any other offer. The NCC reserves the right, with no restriction, to replace the prize with a prize of equal or greater value.

Tax consequences

Each winning team member shall be responsible for the tax consequences (if any) related to the receipt of the prize.

Teams must abide by design contest rules

By participating in this design contest, all team members accept the rules and regulations as described herein and any decisions rendered by the NCC, which shall be final and without appeal.

Use of information provided by the NCC

Participants agree that the information and data provided to them for the “Urban Design Challenge 2024” remains the property of the NCC and can only be used within the context of the competition.

Release from liability

The NCC is not responsible for any printing or typographical errors contained in any document related to this design contest.

The NCC, its advertising and promotional agencies, employees, agents, consultants, directors, partners, suppliers, and representatives are released from all responsibility related to the malfunction of any computer component, application or any communication line, the loss or absence of the communication network, or any transmission that is faulty, incomplete, incomprehensible or deleted by any computer or network that could limit or impede the possibility of any person participating in this design contest, as well as from all responsibility for any damage or loss that could result directly or indirectly, in whole or in part, from the downloading of any Internet page or application or by the transmission of any information related to entering this design contest.

The NCC shall not be responsible for any failure of the website during the contest or for any problems or technical malfunction of a telephone network or lines, computer on-line systems, servers, access providers, computer equipment, software, or failure of any e-mail, on-line, or Internet entry to be received by the NCC. In addition, the NCC shall not be responsible for any technical problem, traffic congestion on the Internet or at any web site, or any combination thereof including any injury or damage to participants or any other person’s computer or property related to or resulting from playing or downloading any material used for the contest. The NCC reserves the right, at its discretion, to cancel or suspend this design contest should a virus, bug or any other cause beyond the reasonable control of the NCC corrupt the security or proper administration of the design contest.

Permission to use winners’ name, photo, design submission, etc.

By participating in the design contest, participants agree that each winner’s name, city, and province or territory of residence, photograph, voice, image, and submission may be used for promotional purposes in any media or format (including the Internet) for this design contest, without any further compensation other than the prize awarded. The winner will agree to sign any document or waiver confirming the foregoing, as may be considered necessary by the NCC, as a condition of being awarded the prize.

Intellectual property

All design contest entries must be the participants' original work created solely by the entrant(s), and not previously constructed. The source of any clip or stock art, or other materials, incorporated in the design rendering or otherwise used in the entry must be identified.

By submitting an entry, participants warrant that their entry is original and that they are the owner of the rights granted to the NCC in the section below. Each participant agrees to indemnify and hold harmless the NCC, His Majesty, and all partners and competition jurors from and against any claims of intellectual property infringement relating to or arising from their team entry.

Ownership and copyright

Each participant shall retain ownership of the copyright associated with the entries submitted.

By submitting an entry, each participant grants the NCC a non-exclusive perpetual licence to use, reproduce, publish, modify, incorporate into other work, distribute and promote, in whole or in part, the materials submitted by the participant for any non-commercial or commercial purpose, in any format whatsoever, including print, digital publication, audio, video and all other media (whether now known or later developed), in any form, without territorial limits and without attribution.

Right to cancel the design contest

The NCC reserves the right to cancel the design contest at any time and for any reasons deemed appropriate, at its entire discretion.