

DOSSIER REQUIREMENTS FOR CATEGORY 2 - RESEARCH

Closing date: 1 October 2009

Compliance with the following requirements is necessary to facilitate the effective functioning of the Jury.

Dossiers which fail to fulfil the requirements will not be presented to the Jury.

Entries must be submitted to the Europa Nostra Secretariat (**Copy 1**) and the Chairman of the Heritage Awards Jury - Category 2 (**Copy 2**) no later than **1 October 2009**.

Entries must be submitted in **English or French**. No other language will be accepted.

Entries must be in the form of **two (2) identical dossiers** of A4 format (no fold-outs larger than A3 format) in a protective binder and must include:

1. The title of the research and name of the author(s) on the **cover of the dossier**.
2. A completed and signed **entry form**, including:

A **concise summary** of the research (maximum 1 page). This should cover: aims of the project and its results, as well as the qualities which make it outstanding in a European context.

A **detailed description** of the research. This should be 5000 to 10 000 words depending on the scope of the original research. This should cover the following points: objectives, main frames of reference, methods, argumentation and findings; contribution of the research to the conservation and enhancement of cultural heritage; impact on conservation policy and practice; historical, cultural, environmental, educational and/or social value; European added-value; specification of the research's tangible effects in the field of cultural heritage.

3. A **signed statement** from the **author(s)** agreeing to the dossier being entered and granting Europa Nostra permission to use submitted material and photographs for publication and promotional purposes related to the Awards scheme.
4. Any **reviews** of the study should also be included.
5. A **copy of the entered study** (one copy with each dossier) must also be included in its original form and language. It need not be translated.

Research presented on CD-ROM may be submitted if supported by Windows applications, such as Word and Powerpoint. It must however be accompanied by the same concise summary and detailed description (see point 2).

6. Illustrations:

Illustrate the dossier with diagrams and/or photographs from the research or from its tangible results, if appropriate.

Illustrations should be clearly labelled and captioned.

Entrants of winning studies may be asked to provide additional photographs or material for press and promotional purposes.

7. CD ROM:

The **dossier in PDF format** and the **illustrations** must also be sent on a CD ROM, with ready to print files for possible inclusion in the magazine that will be published on the occasion of the European Heritage Awards Ceremony. Photo files on this CD ROM should be in **high resolution** (300dpi) and in **jpeg** or **tiff** format only.

A modest amount of **additional or larger supplementary information** may be sent but it cannot be guaranteed that the Jury will study it. This material may be in other languages.

By entering this competition, the author(s) agree that small extracts from the dossier and illustrations may be published (with acknowledgement) by Europa Nostra for information and publicity purposes.