

## Proposal Requirements

### Submission Materials for Each Proposal

1. Completed Application Form (please attach it as the first page of the submission materials)
2. One CD / DVD / USB flash drive containing the following information:
  - 2.1 Proposal Presentation (in PDF or PowerPoint format, A4 size, landscape orientation, with a maximum of 30 slides), including:
    - a) The first page / slide: one image showing the artistic concept of the artwork(s), the applicant name(s), artwork title, medium and materials of the proposed artwork.
    - b) Subsequent pages / slides: exhibition proposal concept, relationship between the proposal and vA!, proposal of public activities, art forms, materials, size / scale, location, images / conceptual drawings that help to illustrate the proposal, detailed budget breakdowns (please refer to the sample), etc.; and
    - c) applicant's curriculum vitae, documentation of the applicant's previous artworks, description of concepts and ideas, etc.
  - 2.2 Digital image files, including images used in the PDF or PowerPoint presentations (in JPG / PNG format, resolution of 300 dpi or higher)
3. One set of printed copy of Proposal Presentations (including the completed Application Form and the Proposal Presentation in item 2.1)

### Format of the Submission Materials

1. All contents in the Proposal should be provided in both Chinese and English.
2. The hard copy of the Proposal Presentations should be firmly stapled. Each proposal should contain no more than 30 pages of A4 paper.
3. Proposal submitted with digital files only or submitted with printed copies only will not be accepted.
4. For the assessment process, the judging panel will review only the first 30 pages / slides of the PDF or PowerPoint presentation submitted by each qualified applicant. Any content beyond the 30th page or slide will not be considered by the judging panel.

5. PowerPoint presentations should be clear and simple in design with text and illustrations. Animation and other special effects are not recommended.
6. All submitted materials will not be returned.