



# EUROPAN 15 USER'S GUIDE FOR PARTICIPATION

**PLEASE DO NOT FORGET  
TO FIRST READ THE [COMPETITION RULES!](#)**

## CHOOSING YOUR SITE

You will find on the [map of sites](#) the different sites proposed to the competition. Information on the sites is presented synthetically (***Synthetic Site Folder***) and in detail (***Site Brief***) on each site webpage to help you chose one or more site to participate on.

## REGISTRATION

Registration is done through the [Registration](#) section.

Registration on one site costs 100€ all tax incl., to pay via PayPal only. Registration on additional sites costs 50€ all tax incl. per additional site.

The deadline for registration is fixed on Sunday, July 28 2019. No further registration will be accepted after that date. You have nevertheless until this date to modify the composition of your team.

**Attention:** Thank you for using the **same email address** for any communication with the European secretariats; this email has to remain valid for the whole competition and **cannot be changed after registration**. Do not forget to check this mailbox once in a while if you want to be kept informed of any change or news regarding the competition or the site you registered for.

## CONNECTION TO PERSONAL SPACE

Connection to the team personal space can be done via the [Entry](#) or [Registration](#) sections, depending on your needs:

- **ENTRY SECTION:** submit your project (see detail hereafter)
- **REGISTRATION SECTION:**
  1. Download the **Complete Site Folder** (see detail hereafter);

2. Check or modify the **team composition**;
3. Check or modify the **team postal address**;
4. Register on **additional sites**;

EUROPEAN 15 TOPIC SITES RULES REGISTRATION ENTRY CALENDAR JURIES CONTACTS NATIONAL WEBSITES SIGN OUT

Hello Jeff Goldblum!

**ADD A TEAM MEMBER**

FIRST NAME  
NAME  
SELECT MEMBER'S STATUS  
SELECT FUNCTION  
DATE OF BIRTH MM DD YYYY  
SELECT COUNTRY  
CONFIRM

**CHANGE THE TEAM ADDRESS**

Place J. Travolta  
San Francisco  
90976  
Montenegro  
0453963852  
CONFIRM

**REGISTER FOR AN ADDITIONAL SITE**

SELECT A SITE  
CONFIRM

**PLEASE NOTE**

There is **no limit to the number of participants per team**. **Multidisciplinary** is strongly recommended with regards to the sites issues. A registered team can modify its composition on the European website until the closing date for submissions. No further change shall be accepted after this date.

One team can submit a project on different sites and one person can be part of different teams provided that the projects are submitted in different countries. The **team email address has to be valid until the end of the competition and cannot be changed after registration**.

**ASSOCIATES** are considered to be authors of the project and are credited as such in all national and European publications and exhibitions. They are young professionals with a university degree recognised by the Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications, in any of the relevant disciplines and regardless of nationality. The compulsory requirement is to hold such a degree. Membership in a European professional body is optional, except for associates without a European degree.

**CONTRIBUTORS** are additional members that may be qualified or not, but none shall be considered as an author of the project. They must also be under 40 years old.

The **TEAM REPRESENTATIVE** is named among the associates. He/She is the **sole contact with the national and European secretariats** during the whole competition. He/She must be an architect with a qualification from a European country or must have the architect status

**MY REGISTRATION**

TEAM

AUTHOR:  
JEFF GOLDBLUM (NO) - TEAM REPRESENTATIVE, LANDSCAPE ARCHITECT

SITES

TRONDHEIM (E13)  
MULTICULTURAL ART SQUARE  
S3  
PARK river  
S2  
the street  
brick storage building

## DOWNLOAD THE COMPLETE SITE FOLDER

1. Log in via the [Entry](#) section;
2. Go to the webpage of the site you registered on;
3. Click on **Complete Site Folder** (left column) – you can then download the elements of the folder either **individually** (click on the name of the file) or **per sub-folder** (click on the name of the folder)

## ENTRY

### Preliminary remarks and advice:

- **First make sure your Internet connection is good!**
- If you are not secure on this point, **do not send your project all at once**, as your connection will not appreciate it. In this case, upload your project document by document.
- If possible, do not submit your project at the last moment!
- Do not to lose time on the submission night – **upload you ID and degree documents in advance**, directly on the entry page.

1. Log in via the [Entry](#) section;
2. Select the site on which you would like to submit your project;
3. Give your project a **title**;
4. Upload the **identification documents** (ID, degree, declaration of author- & partnership) – each team member provides 2 documents: 1 copy of the ID + 1 copy of degree(s)
5. Upload the **Declaration of Author- and Partnership**;
6. Upload the **panels** and the **images for communication** and type the small **communication text** in the box > **upload documents one by one**
7. Before clicking on *Submit* to upload the document, don't forget to tick the box / *recognize having read and accepted the European 15 rules.*

The screenshot shows the 'Are you ready Jeff Goldblum?' registration page. The navigation bar includes: EUROPEAN 14, TOPIC, SITES, RULES, REGISTRATION, ENTRY, CALENDAR, JURIES, CONTACTS, NATIONAL WEBSITES, and SIGN OUT.

**2** points to the 'Trondheim (E13)' dropdown menu under the 'INFORMATION' section.

**3** points to the 'Yes, I am' dropdown menu under the 'INFORMATION' section.

**4** points to the 'DOCUMENTS' section, which includes instructions: 'The personal documents are .pdf (max. 3 Mb). Each team member submits 2 documents: 1 copy of ID + 1 copy of degree(s)'. It also contains a 'Please note' section with three bullet points: '- Every single team member has to be registered individually.', '- The upload of one sole document with all the required information (copies of the ID's and degrees) for the whole team will not be accepted.', and '- You cannot check the reception of your ID documents with the "Check the reception of your files" option. They are uploaded once their name appears hereafter.'

**5** points to the 'NEED TO DOWNLOAD THE DECLARATION AGAIN?' checkbox under the 'DECLARATION OF AUTHORSHIP AND PARTNESHIP (PDF)' section.

**6** points to the file upload areas for 'YOUR 3 BOARDS', 'YOUR COMMUNICATION IMAGES', and 'YOUR COMMUNICATION TEXT (IN ENGLISH, MAX. 2,500 SIGNS)'. Each area has a 'Choisir le fichier' button and the text 'aucun fichier sél.'.

**7** points to the 'TERMS AND CONDITIONS' section, which includes a checkbox: 'I recognize having read and accepted the European 13 Rules'.

Other visible elements include a 'PLEASE NOTE' box with submission closing date (30 June 2017, 23:59 GMT+1), a 'YOUR REGISTRATION' section with 'TEAM' and 'CHOSEN SITE' dropdowns, and a 'CHECK THE RECEPTION OF YOUR FILES' button.

8. Check the reception of your project clicking on *Check the reception of your files* (bottom of the right column). This option only appears after the upload of the 1<sup>st</sup> file.

The reception of your documents is then specified document by document with a V or an X, whether it uploaded correctly or not.

TRONDHEIM (E13) - ONE, TWO, THREE; ADAPTABILITY!			
Your submission for this project is still <b>incomplete</b> . The following documents are still missing:			
- Communication image 2			
- Communication image 3			
✓ BOARD 1 - ONE_TWO_THREE_ADAPTABILITY_20170210_0935_BOARD_1.PDF	YES	SEE	DELETE
✓ BOARD 2 - ONE_TWO_THREE_ADAPTABILITY_20170210_0935_BOARD_2.PDF	YES	SEE	DELETE
✓ BOARD 3 - ONE_TWO_THREE_ADAPTABILITY_20170210_0935_BOARD_3.PDF	YES	SEE	DELETE
✓ COMMUNICATION IMAGE 1 - ONE_TWO_THREE_ADAPTABILITY_20170210_0935_C...	YES	SEE	DELETE
✗ COMMUNICATION IMAGE 2 -			UPLOAD
✗ COMMUNICATION IMAGE 3 -			UPLOAD
✓ COMMUNICATION TEXT - THIS PROJECT DEALS WITH THE DEVELOPMENT OF ST...	YES		

In case of problem during submission, please send an email to [contact@europan-europe.eu](mailto:contact@europan-europe.eu)

### QUESTIONS ON SITES

You can submit questions on each site webpage until Friday, 14 June 2019.

The National Secretariats will answer them until Friday, 28 June 2019 at last. No further question will be answered after this date.

Before submitting a question on a site, please make sure it does not already appear in the **question list**, under the site information (on the left).

**To be able to ask a question, you have to be logged in** (and therefore, be registered to the competition). Once logged in, you can then ask a question through the form included in the column on the right.

**Zagreb**

Scale XL - Territorial & urban

Location Zagreb

Population 790,017 inhab.

Strategic site 179 ha – Project site 46.2 ha

Site proposed by City of Zagreb

Actors involved City of Zagreb

Owner of the site City of Zagreb

Post-competition phase Urban study, masterplan

Team representative Architect, urban planner

BACK TO MAP

PLEASE NOTE

The Synthetic Site Folder and Site Brief are available for free. Please register and login to access the Complete Site Folder.

SYNTHETIC SITE FOLDER EN

SITE BRIEF EN

COMPLETE SITE FOLDER

SITE VISIT +

THIS SITE IS CONNECTED TO THE FOLLOWING THEME

AND PRODUCTIVE AGAIN! +

QUESTIONS ON THE SITE -

Fr. 19 May 2017  
Deadline for submitting questions

Fr. 2 June 2017  
Deadline for answers

Before submitting a question, make sure it does not already appear in the FAQ.

Please asks questions on rules in the Rules section.  
If your question does not receive any

If your question does not receive any answer in 10 days, make sure once again it is not already in the question list under another label; if not, email the secretariat concerned by the question (national secretariat for the sites, European secretariat for the rules).

Please ask questions on the Rules in the [Rules](#) section.

### QUESTIONS ON RULES

You can submit questions on the [Rules](#) section until June 14<sup>th</sup>, 2019.

The European Secretariat will answer them until June 28<sup>th</sup>, 2019 at last. No further question will be answered after this date.

Before submitting a question on a site, please make sure it does not already appear in the **question list**, under the rules.

**To be able to ask a question** (through the form in the right column), **you have to be logged in** (and therefore, be registered to the competition). Once logged in, before asking your question (or checking the question list), you have to choose the topic concerned by your question.

Please ask questions on the Sites in the Sites section.

The screenshot displays the 'QUESTIONS ON RULES' section of the competition website. On the left, a navigation menu includes 'RULES OF THE EUROPEAN 14 COMPETITION', 'INTERNAL EUROPEAN COMPETITIONS PROCEDURES', 'ORGANIZERS', 'EUROPEAN 14 IN 10 POINTS', and 'QUESTIONS ON RULES'. Below this is a 'SELECT A SUBJECT' dropdown menu with options: Team, Registration, Entry, Jury, Results and Prizes, Rights and Obligations, and Other. The 'QUESTIONS ON RULES' section is expanded, showing a '19 May 2017' deadline for submitting questions and a '2 June 2017' deadline for answers. A red warning message states: 'Before submitting a question, make sure it does not already appear in the FAQ.' Below this, it says 'Please aks questions on sites on the Sites webpages.' and provides instructions: 'If your question does not receive any answer in 10 days, check the FAQ to make sure the answer does not appear under another label or email the secretariat concerned by the question (national secretariat for the sites, European secretariat for the rules).'