



## EUROPAN 14 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 150€ 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 Monday 19 June 2017. No further registration will be accepted after that date. You can nevertheless modify the composition of your team until the deadline for submission, on 30 June 2017.

**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**;

## 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 14 rules.*

The screenshot shows the 'Are you ready Jeff Goldblum?' entry page. The page is divided into several sections with orange headers. Blue arrows with numbers 2 through 7 point to specific areas:

- 2** points to the 'INFORMATION' section, specifically the 'Trondheim (E13)' dropdown menu.
- 3** points to the 'DOCUMENTS' section, specifically the 'Yes, I am' dropdown menu.
- 4** points to the 'ID CARDS' section, specifically the 'Choisir le fichier' button.
- 5** points to the 'DECLARATION OF AUTHORSHIP AND PARTNERSHIP (PDF)' section, specifically the 'Choisir le fichier' button.
- 6** points to the 'YOUR 3 BOARDS' section, specifically the 'Choisir le fichier' button.
- 7** points to the 'TERMS AND CONDITIONS' section, specifically the checkbox for 'I recognize having read and accepted the European 13 Rules'.

The page also includes a 'PLEASE NOTE' section on the right with submission details and a 'YOUR REGISTRATION' section at the bottom right.

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.

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TRONDHEIM (E13) - ONE, TWO, THREE; ADAPTABILITY!

Your submission for this project is still **incomplete**. 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 19 May 2017.

The National Secretariats will answer them until 2 June 2017 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.

EUROPAN 14 TOPIC SITES RULES REGISTRATION ENTRY CALENDAR JURIES CONTACTS NATIONAL WEBSITES

**Zagreb**

DATA

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 ask 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 19 May 2017.

The European Secretariat will answer them until 2 June 2017 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.

