registration guidelines of the award

european prize for urban public space 2024
Step 1

Enter the 2024 edition of the Prize and click on the Registration button, which will be active from March 5th to April 16th.

From the upper black strip, you can change the language of the interface – English, Catalan or Spanish – with which you will make your registration.

In case of submitting more than one work to the Prize, it is necessary to do this process for each one of the works.

Step 2

Click on New registration to begin a registration process. If you wish to make more than one registration for the Prize, be sure to close the session of the first registration — by clicking on the work code in the upper black strip — before starting a new one.

If you have already begun the registration process for a work, click on Access my registration to enter in it, using your work code and your password.
Step 1: award category selection

It is necessary to select in which of the two award categories - general or seafront - the work is submitted. The same work may not be submitted in both categories.
Step 2: data of the person presenting the work + password

Works might be presented in the name of author, in the name of the developer, or both. The presenter is the main contact with the Prize organisation.

The information on the form must be submitted in lowercase.
It is important to check the appropriate box to receive information about this and future editions of the Award.
Step 3: data of the work

If possible, avoid including the name of the city in the name of the work.

<table>
<thead>
<tr>
<th>Work data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original name</td>
</tr>
<tr>
<td>Name (English)</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

Step 4: workcode + password

A work code is generated that, with the password, it allows you to access the private area from where you can continue the registration process. You will also receive an email with the name of the work and the work code, as a reminder.
Step 1: access to registration

From the **Access my registration** button you reach the same screen from where, through the project code and your password, you can enter the private registration area.

Step 2: to begin another registration

If you want to begin another registration, you will not be able to do it until you log out from your previous registration, by clicking on the work code in the upper black strip.
Step 1

Important!

Using your work code and your password you may access this section as often as you wish to edit and complete the information until the online registration period closes (17 May at 12 pm).

Attention! If a registration is not edited for 15 minutes, the session will expire and, although the registration can be edited, the changes will not be saved.

From the Preview section you can preview your entry at any time as it will be seen by the members of the jury in the voting process.

From the Review/Finalise section you can review the status of your registration or check if there is any information or documentation missing, as well as closing your registration when it is finished. Once the process is finished, you will be able to enter the registration and see the information, but you will not be able to edit or modify it.
Step 1

The presenter is the main contact with the Prize and might submit the work in the name of the authors, in the name of the promoters, or both.

Remember to save the information before continuing with your registration.
Step 1

Remember to save the information before continuing with your registration.

Site management = person who manages the work
Website = website of the work

Surface of the work: Do not enter decimal points or text, only whole numbers.
Example: Correct format: 5000 /5,000. Incorrect format: 5.000.

Total cost: Do not enter commas or text, only whole numbers.
Example: Correct format: 5000 /5,000. Incorrect format: 5.000.
Step 2: geolocation of the work

You can geolocate the work in two ways:

- Write the location of your work inside the text box
- Find and frame the site on the map

Once located, drag the placemark over the site and click to place it. Remember to save the information before continuing with your registration.
Step 1
Clicking on the *Add Author* button creates the necessary authors

<table>
<thead>
<tr>
<th>Start</th>
<th>Presenter</th>
<th>Work</th>
<th>Authors</th>
<th>Developers</th>
<th>Report</th>
<th>Images</th>
<th>Review/Finalize</th>
<th>Preview</th>
</tr>
</thead>
</table>

**Registration Z034**

**Author info**

<table>
<thead>
<tr>
<th>Author</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tortosa Arquitectura</td>
<td>![Delete button]</td>
</tr>
</tbody>
</table>

**Add Author**

Step 2
Select whether it is an individual author or a firm, company or group.

**Update Author**

- Individual
- Group/Collective

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact person</th>
<th>City</th>
<th>Contact language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josep Miguel</td>
<td></td>
<td>Tortosa</td>
<td>Catalan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Country</th>
<th>Collaborators</th>
<th>Annexes, patents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Save button]
Step 1
Developers are the institutions that have sponsored or promoted the work. Clicking on the Add Developer button and create the necessary developers.

Registration Z034

Step 2
Update Developer

<table>
<thead>
<tr>
<th>Name</th>
<th>Name in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajuntament de Tortosa</td>
<td>Tarragona City Council</td>
</tr>
<tr>
<td>Contact person</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Tarragona</td>
</tr>
<tr>
<td>Country</td>
<td>Spain</td>
</tr>
</tbody>
</table>

Contact language

Send
Step 1

The four sections of the report must be completed in English —«Previous state», «Aim of the intervention», «Description» and «Evaluation»— with a maximum of 1200 characters per section.

By clicking on the question mark next to the name of the field, you will see an explanation of the content to be included in each section.

Descriptive report (in English)

The descriptive report, written in English, is essential for the procedures of the Jury’s work and, moreover, as a basic information for future texts describing the work, both in the Prize archive and in possible future publications and exhibitions.

Please fill in the following fields ensuring that the information provided is correct.

<table>
<thead>
<tr>
<th>Previous state</th>
<th>Aim of the intervention</th>
</tr>
</thead>
</table>
| Description of starting point: situation prior to the intervention. History of the site, nature of the urban setting, inherent problems, spatial characteristics, and elements of value to be preserved. (maximum 300-1200 characters including spaces.) | The Special Plan for the Protection of the Banks of the River takes in the riverside areas throughout the municipal area, making clear the need to enhance the River’s ecologic function as a natural corridor and metropolis park, while also making the two aspects compatible. With this in mind, the whole river course and its area of influence along the 10.4 km involved was reserved as public land to be progressively acquired so that new urban activities could in future be located at the edges of this reserved space, thereby reinforcing its structural role within the city.

The Tyrone is the new Tyrone Central Park, as part of the strategy and criteria shaping the Special Plan, aimed to undertake a transformation of the river so to constitute it within the axis of the future city of Tyrone, on the
Step 1

All images should be presented in low resolution, in PNG or JPG format, with a minimum of 2,000 pixels on the longest side and a maximum size of 3Mb per each image.

Each image is to be correctly identified with the code of the work, and must provide the following information: year, ownership of rights, and brief description of the image (in English).

A minimum of 10 and a maximum of 20 digital images are required, which must include:
- One photo prior to the intervention and one photo subsequent to the intervention, from the same standpoint if possible.
- Maps, drawings or photomaps of the location in its urban setting.
- Photographs of the finished work, in order from most to least representative. Images reflecting citizen use of the new public space are desirable.

In keeping with the needs of the Jury’s decision-making procedures, the presenter may be contacted and asked to furnish high-resolution images and other complementary material.

Before image

<table>
<thead>
<tr>
<th>Name</th>
<th>Descargar</th>
<th>Preview</th>
<th>Eliminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hereford_Cathedral__West_End_before.JPG</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After image

<table>
<thead>
<tr>
<th>Name</th>
<th>Descargar</th>
<th>Preview</th>
<th>Eliminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARM_013.jpg</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work done images

Add Work Done Image

<table>
<thead>
<tr>
<th>Name</th>
<th>Descargar</th>
<th>Preview</th>
<th>Eliminar</th>
<th>Orde</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hereford_Cathedral__aspirational_West_End.jpg</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMG_1447.JPG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hereford_Cathedral__architectural_lighting.jpg</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hereford_Cathedral__apple_tree_dedication.jpg</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 2

Remember to include the copyright information, as well as a descriptive sentence —in English— of the images.
Step 1

From this section you can see your entry in the same format that the members of the jury will see it during the online voting process.
private area: review & finalise

Step 1
Review your registration. If there is information missing from any of the required fields, you will be informed.

Registration Z034

Information is still needed in the following sections of your registration form:
- Images

We should appreciate your completing the registration process at your earliest convenience.

Step 2
Once all required fields are fully completed, you must finish your registration from the Finish button.

Once the registration is closed, you can access it as many times as you want until the closing date of the registration period, but you will not be able to edit it or modify the information entered.

Registration Z034

Your registration form is fully completed. To finalise the registration process click button "Finish". Once the process is finalised, it will not be possible to change the data on the form.