



NOMA Membership Exhibition 2010

Getting your work exhibited and archived through NOMA:

In order to facilitate the exhibition and archival of your firms work, as a member of NOMA, we have outlined the submission specifications for your designs.

Submission requirements

1. Please make a payment of \$175 within the advertisement section of the NOMA website (<http://www.noma.net/local/advertisement.asp>).
2. Download the required document.

-NomaBoardTemplate01.psd (8.40MB)
3. Produce a **High resolution PDF** (formatted on the NOMA template) for inclusion in NOMA exhibition and/or publication. **One project per board**, submissions must include the following, a **200 dpi** High-res PDF, a 96 dpi low-res PDF, a separate firm logo file, Word doc with the Firm Name, the primary partners, and website address. Once completed please notify Bryan C. Lee Jr at bryanl@soa-design-am.com so that a password and folder with your firm name can be added to our FTP server for your access at the following link: [Presentation board FTP](#).

Open Photoshop:

- open NomaBoardTemplate01.psd
- Save as **YourFirmName**-NomaBoard.psd
- Fill out the following Text boxes: Firm Name, Principal Names, Website Address, and Project title
- Layout your project images below the 8" guide between 2" (<) guide and 34" (>) guide
- Goto File>Print>Printer: Adobe PDF>Page Setup>Adobe PDF Settings>Add PDF Page Size (click "Add")
- Make Page size 36"x36">click "Add/Modify"
- Select "OK"
- Select "Print"

NOMA Template

For consistency, we have created a template to be used amongst all NOMA members. The template is available in PDF file formats and ready for members to input exemplary project data including but not limited to, drawings, renderings, diagrams, etc. The PDF document may be brought into your preferred Adobe software to input your work. Please follow the directions below to save appropriately sized and print PDFs for the exhibition of your work through NOMA. **Please Note:** There is a ½" bleed section bordering the edge of the page. This is for printing purposes. Do not extend any content outside of this boundary.

1. Illustrator:

- a. Select File> Print
 - b. In print dialogue box change printer to “Adobe PDF”> change media size to Custom – W 36 x H 36> select Fit To Page
 - c. Hit PRINT (“Save PDF File As” box appears – save where appropriate)
2. Photoshop:
- a. Select File> Print
 - b. In print dialogue box change printer to “Adobe PDF”
 - c. Select Page Setup> Adobe PDF size click “Add”>
 - d. In new dialogue box, create & name a new pre-set paper size at W 36 x H 36”> hit Add/Modify> click OK (returns you to original print dialogue box)
 - e. Under “Scaled Print Size” make sure Width/Height are 36 x 36> hit PRINT
 - f. A second dialogue box may appear> select PRINT again (“Save PDF File As” box appears – save where appropriate)
3. InDesign:
- a. Select File> Print
 - b. Select “Setup” under the left hand menu above the preview box>
 - c. Change paper size to Custom (Width/Height should automatically adjust to 36 x 36” page size)>
 - d. Make sure Scale is at 100% for Width & Height>
 - e. Hit PRINT (“Save PDF File As” box appears – save where appropriate)

Template Allowances & Restrictions

Your board will be displayed alongside many NOMA member boards. The template is meant to ensure consistency throughout the display, so please follow the format outlined for you. To itemize the main restrictions refer to the list below:

Modifications to the board:

- The inclusion of text is limited to the designated areas as indicated on the template layout and must adhere to the specified font **Swis721 Cn BT** and must be the specified color and size. (please contact if you do not have this font in your current font list)
- Inclusion of project images and drawings are bound to the designated areas as indicated on the template and may not interfere with the preexisting NOMA graphics. This is to maintain consistency across all project boards.

The exhibition of the work of our members is imperative to portray not only the ongoing success of NOMA as an organization but the outstanding caliber of its membership body. We hope you take full advantage of this opportunity to participate in the NOMA Membership Exhibition. We thank you for your submission!