

Instructions for Online Design Submission

Undergraduate Student Category

You must be an active ITAA member (Professional, Emeritus, Graduate Student) to submit an undergraduate student design for exhibition. Each mentor should log into the ITAA website and submit the materials prepared for the undergraduate student work. If you do not have an ITAA user name and password, you will be redirected to the ITAA website to join or renew as a member, pay your dues and create your user name and password at the ITAA site.

1. Click on “Submit Here” and sign on as an ITAA Member.
2. Select a Category for presentation:
 - **UGS** – Undergraduate Student
3. Choose the level of production for which the design was intended.
 - í **MM** - Mass Market (i.e. intended for a specified target market and widespread distribution)
 - í **LP** - Limited production (i.e. functional and/or custom/artwear/couture)
 - í **EX** - Experimental (new materials or methods; not yet reproducible)
4. Choose **Jury Track** categories from the list below. Select up to three descriptive categories correspond to your design. Rank your first, second, and third choices. These Jury Track categories will drive the selection of the jurors and judges.

New technologies (3-D printing, Smart garment etc.)	Historic reference
Textile innovation	Couture techniques
Sustainability	Functional clothing
Non-Apparel 2-D or 3-D design (wall hanging, chair, etc.)	Accessory
Ready-to-wear (market-directed)	Cultural reference
Surface design	Patternmaking
Conceptual/experimental	Interdisciplinary/collaborative
Other	

5. Enter the Title of the Design
6. Enter the Date the design was completed.
7. Select the Dress form size that most closely fits your design. These are listed in the Design Materials Preparation file. If your submission is not apparel, enter the dimensions (length, width, and height as appropriate) of the submission.
8. Provide name, institution, and email address for the faculty mentor and each author/designer to be listed on presentation. First and last name names are required -- middle name and suffix are optional. If you have more than 5 authors on a submission, email additional information to executive_director@itaaonline.org
9. Enter the Preview Abstract (150 words maximum) of your design statement (can be copied and pasted into the field). This will be used for the Digital Repository @ IowaState. This statement will also be used in the Design Catalog.
10. Determine which Award Criteria your entry meets, [LIST AWARDS IN RANK ORDER](#) for which you would like it to be considered, if the design is accepted for presentation at the conference.
11. Check copyright agreement terms.
12. Upload Copyright Form if needed.
13. Upload Proceedings Paper file – this should be a PDF file using Proceedings Template and labeled by prescribed format: Level of review- Level of production-Submitter last name-abbreviated title. For example: UGS-MM-Rutherford-Sustainable Dress.
14. Upload Review Paper file -- (author/institution information removed) –Design Statement with images. Saved in PDF file and labeled in prescribed format: Category of Presentation-Level of Production-Abbreviated Title-Submission (i.e. UGS-MM- Sustainable Dress)

Be sure to select the actual files to upload and not just a short cut for the file on your computer’s desktop.

15. Click “submit” to complete the submission.

With successful completion of submission, submitter will see a new screen with an online message that includes the Submission ID number. Page also has a link to print the submission form, which includes all information entered in the form fields -- except the file names of the files uploaded.