



WHERE WILL YOUR DESTINATION TAKE YOU?

EXPLORE

[2015 GUIDELINES]



[THE OPPORTUNITY]

Ruhnau Ruhnau Clarke's success is directly related to the diverse, collective experience of its employees. The XPLORE program has been established to enable greater exposure to outside influences and new ideas. Employees who are interested in participating in the XPLORE program may submit a proposal for travel anywhere in the world. The intent of the journey should be beyond a vacation or sightseeing adventure; it should seek to expand personal growth and knowledge through significant, direct experience of a specific place. We offer this as an opportunity to learn, explore, investigate- to enlighten yourself and then inspire the rest of us; therefore, the reason for the journey is most important. There are three basic components to a winning XPLORE entry:

[1. DESTINATION]

Each entrant should consider the destination and purpose as intertwined. The choice of location should reinforce the exploration, or purpose, of the travel. There are no restriction on location, but the budget will be fixed. One can travel 100 miles or 1,000, as long as there is a strong idea behind the destination. Trips may be international, domestic... or intergalactic.

[2. PURPOSE]

The purpose for your XPLORE journey should be clear; your proposal should describe what it is you hope to explore, accomplish, learn, and why this particular destination is critical to this. Your topic is by no means limited to architecture- any topic is valid as a basis for your XPLORE journey. The purpose need not be scholarly (although it may be), or architectural (although it may be), or esoteric (although it may be). Above all, it should be an opportunity to explore beyond the boundaries of your daily life to enrich yourself and inspire the rest of Ruhnau Ruhnau Clarke at your return.

[3. DOCUMENTATION]

Submissions should convey what the proposed XPLORE initiative is, why this initiative should be considered and, most importantly, how the XPLORE journey will enrich the participant and their colleagues at Ruhnau Ruhnau Clarke. Documenting and sharing your journey is critical to the success of your journey. Your proposal should clearly identify how you plan to share your experience with the rest of the firm.



[SUBMITTAL FORMAT]

Participants are requested to submit:

01. Two [2] hard copies (1 original and 1 replica) in any graphic format necessary to convey their XPLORE journey. The entrant is encouraged to use creativity and imagination in expressing the goals for the proposal, both graphically and in the final packaging. Ultimately, though, the XPLORE idea itself is the most crucial thing. Submissions must fit inside a 12 inch by 12 inch by 2 inch volume. The only limitations on materials are that they cannot be hazardous, flammable, breakable, or illegal in any way. Hard copies are physical, not virtual or exclusively digital. For example, you cannot turn in a Power Point instead of three physical hard copies. Submissions must be easily transported via courier to their final destination.
02. **One [1] digital PDF copy** is also required. If your submittal is several pages long, the PDF copy should be a multi-page document, rather than separate PDF files. The size of the PDF file should be limited to 25 MBs; this will allow our jurors to easily preview your submittal. If you have any technical issues converting your proposal to digital format, our committee is there to help you.
03. Each submission must clearly identify the participant's registration number. No other identifying information may be included.

** Except for one record copy retained by Ruhnau Ruhnau Clarke, every attempt will be made to return submissions.*

[REGISTRATION / SUBMISSION]

All participants are required to register for the XPLORE program on the XPLORE webpage: www.rrcarch.com/XPLORE. After you have completed registration, you will receive a unique registration number which you will then use to submit your XPLORE proposal. All proposals submissions will be anonymous, so your registration number is critical.

To submit your proposal:

04. Hard copy submissions will be collected in the front conference room on the specified due date.
05. To upload your digital submission:
 1. Go to www.rrcarch.com/XPLORE
 2. Click on the "Submit My Proposal" button
 3. Complete the submission form
 4. Click "Choose file"
 5. Select your file, click "choose"
 6. Click the "Submit" button
 7. You will receive a confirmation email indicating that you have completed your digital submission



[ELIGIBILITY]

Everyone employed in the firm full time (except Principals and those on the XPLORE committee) who have been with Ruhnau Ruhnau Clarke at least three months, is eligible and encouraged to participate. EVERYONE - technical, non-technical, administrative, support, whatever. No employee with any particular skill set or experience will have an advantage; the intent is that XPLORE be completely "equal opportunity". A sense of adventure is the best trait you can have.

[JURY]

The XPLORE winners will be selected by an impartial jury. Submissions will be reviewed for originality, content, clarity, thoughtfulness and clear understanding of the goals put forth. The jury will consist of a small group of highly respected individuals who are amongst our talented list of clients, consultants and peers, all experts in their respective fields. The select list of members has yet to be finalized, and will be announced following the selection of winning entries.

[THE PRIZE]

The firm will contribute a lump sum of \$4,000 to cover such costs as airline, hotel, train, car and other travel-related expenses. Costs over and above that amount must be borne by the participant (frugality is encouraged to make the most of the given funds). This amount may also compensate for other materials directly relating to the program including film, museum admission, maps, books, etc. The firm will not compensate for souvenirs, or other non-essentials. It is not necessary to submit all your expenses, but major travel receipts will be necessary upon return (hotel, airfare, etc.).

Additionally, the firm will contribute an extra forty [40] hours of paid time off [PTO] to the XPLORE winner. The duration of the study trip is up to you; the only requirement is that the trip be made within one year of winning, or before the next cycle of competition.

[THE RETURN]

Winners will be asked to share their explorations with the firm in any format that best presents the trip, goals, and findings. Presentations will be made in person at your office location, and may also be recorded for distribution within and beyond Ruhnau Ruhnau Clarke. For this reason, each winning participant must consider the documentation and communication of their journey to be an integral part of the proposal. Remember, you're not just documenting the travel, you're documenting the exploration. Feel free to consider any and all forms of media- film, movies, sketch, written journal, on-line blog, you name it- and any and all subject matter.

One copy of digital images will be cataloged in firm archives, along with a copy of the presentation. In addition, a copy of your proposal will be included in an exhibit to be displayed at each office. If you win we'll ask you to bring back a luggage sticker to be used in the exhibit.



[SCHEDULE]

August 15, 2015

Registration Opens

August 30, 2015

Registration Closes

September 15, 2015

Big Idea due by 5:00 PM- all participants are asked to submit their "Big idea" to the XPLORE committee. This should be a brief synopsis of what you plan to explore. The details of your journey need not be finalized.

October 30, 2015

Final submissions due by 5:00 PM

[XPLORE COMMITTEE]

The 2015 XPLORE committee members are Scott Griffith, Jennifer Dubon, and Kristen Rose. This committee is available to assist you with the development of your proposal and to answer any questions you may have.