

**2023 TDA Commonly Asked Questions  
about the submission of digital and physical work**

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**Part A. Questions about the submission of digital files.**

**1. Q: Can I submit my work without digital files?**

A: No. The digital files are needed for the final selection.

**2. Q: How should I submit digital files of my work to TDA?**

A: Please upload your files to Google Drive and share the link in [the online data sheet](#). Don't forget to give us the permission to access your files, so that we can provide them to the judges for evaluation.

For any special cases, please contact or email TDA team.

**3. Q: What kind of content should I make in the video that I submit for the final selection?**

A: Participants are free to decide whether or not to turn in a video. If you want to submit a video, we suggest you shoot it in a way that can express the characteristics of your work and to impress the jury. The main purpose is to let them have a clearer understanding of your design.

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**Part B. Questions about the submission of physical works.**

**1. Q: Do I need to submit a physical work?**

A: Yes. Please submit your physical work according to the competition guideline, and if you cannot provide a physical work or model, you can use a video instead. The video should be in mp4 format, with the length of 90seconds or less and the size of 1080 pixels or above.

**2. Q: Is there a designated logistics company for delivering my works?**

A: No. TDA does not provide a designated shipping company, you can send us by any courier that you choose. Please pack your work carefully before you send it out. Using reusable transportation packaging materials and protective structure is highly recommended.

Please arrange your own insurance if needed. Neither the organizer nor event executor will be responsible for any damage caused by improper packaging during transportation, final selection, and exhibition.

**3. Q: What does 2023/10/23 17:00 (GMT+8) refer to? Is it the time works are received or the time on the postmark?**

A: It refers to the time when works are **received by TDA team**.

**4. Q: What should I do if my work is not delivered in time due to the COVID-19 outbreak?**

A: Due to the uncertainty of international delivery recently, we suggest:

- Send out your physical work ASAP.
- Search online for a printing company in Taiwan that will be able to print out and send the works to TDA team for you.

**5. Q: Do I need to frame my printouts before send it to TDA team?**

A: You can send us the printouts without framing, or you can also choose to present them with some proper protection, such as a rigid surface, foam or cardboard, etc. Your work will be presented directly to the jury as how it is sent to us. Nothing else will be added.

**6. Q: Should I send my physical work to you with a label or tag on it?**

A: No. The work itself does not need to be labelled, but the following information should be indicated on the outer packaging for easy identification by TDA team: title of the work, serial number, designer's name and contact number

## **2023 TDA Commonly Asked Questions about the submission of digital and physical work**

**7. Q: The size of my model is smaller/bigger than your requirement, what should I do?**

A: We have a requirement on the size of a physical work (40 x 40 x 40cm<sup>3</sup> ~100 x 100 x 100cm<sup>3</sup>) due to limited space and the convenience for our jury to review the works.

However, if the model or mockup you provide is smaller or bigger than the required size, we can still accept your submission. But, it's not sure whether it will affect the evaluation of the judges.

It is recommended that you can provide a video together with your work for reference. The video should be in mp4format, with the length of 90 seconds or less and the size of 1080 pixels or above.

For any special cases, please contact or email TDA team.

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## **Part C. Inquiries for changing or modifying the information of their works.**

**1. Q: Can I change designer's name of my work?**

A: For the fairness of the competition, all changes regarding to nominated works can't be made after the deadline for submission on 2023/08/17. If you need to modify, please provide following materials:

1. Please provide your information when registering (For the identification check):

(1) Account/password:

(2) Registered contact number/mobile phone:

(3) Registered contact address:

(4) Title of the work in Chinese and English:

2. Please explain the reason for making this change:

We will confirm your identity as a contestant and report to the competent authority for approval.

**2. Q: Can I make some adjustment on my works while submitting digital files for final selection? Or do I have to submit the original images as I uploaded on your registration website for the preliminary review?**

A: For the fairness of the competition, all changes regarding to nominated works can't be made after the deadline for submission on 2023/08/17. Please submit the original images of the work at the time of preliminary review, thank you.

**3. Q: Can I change my title of work or make some adjustment for the description of work?**

A: For the fairness of the competition, all changes regarding to nominated works can't be made after the deadline for submission on 2023/08/17.

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**Part D. Inquiries for checking the information of works.**

**1. Q: Could you help with checking sizes, images or descriptions of a certain work?**

A: As a contestant, you are the one who should know all the information of your work. But TDA work team can help with this after confirming the identity of inquirer. Please provide the information of account name, title of work, name of designer and registered email address.