**AAP Digital Exhibition Request Form**

**Office use only**

Application approved for: ___/___/____ to ___/___/____

☐ LCD #1  ☐ LCD #2  ☐ LCD #3  ☐ LCD #4  ☐ LCD #5  ☐ LCD #6  ☐ LCD #7  ☐ LCD #8

Keyboard and mouse: ☐ signed out  ☐ returned

Application denied ☐  Applicant notified ☐  Date: ________________

---

**Please note: Exhibitor is responsible for all costs associated with his/her digital exhibit.**

**Digital Exhibition Request Information**

This application must be submitted to 116 W. Sibley Hall at Cornell University at least three weeks prior to your desired exhibition date. Decisions will be made on a revolving basis, when the college is in session. Notifications of acceptance will be made immediately following.

**Technical Requirements**

All exhibitions must meet the technical requirements (see below). If the exhibition does not meet the requirements it may be removed at the discretion of the Office of Communications. You must include within the exhibit your name, degree program, and anticipated year of graduation. Additionally, some text should be provided — a title for the image or descriptive text of some type.

**Other Information**

The Office of Communications reserves the right to periodically interrupt any exhibitions to promote events or make announcements.

If your application is approved, you will need to make arrangements to meet with Andre Hafner so that your exhibit may be uploaded (see last page for instructions).

**Please type or print clearly**

Today's Date __________, ______

1. Exhibitor Names(s): ____________________________  Phone: ____________________________
   
   Local Address: ____________________________  E-mail: ____________________________

2. Dept/College Sponsor: ____________________________  Phone: ____________________________
   
   Sponsor Signature: ____________________________  Date: ____________________________

**Applicants: You must have your sponsor sign above, indicating agreement of sponsorship.**

3. Please provide a title for your exhibition:
4. Please describe your proposed exhibition in detail: all applications are to be accompanied by a 3 page (max) printed 8.5” X 11” hard copy sampling of the work to be exhibited as well as a dvd/cd of the exhibition.

5. What is your affiliation with the College of Architecture, Art and Planning?

Student    Faculty

6. Please indicate your preferences (month/day) for exhibition (list three choices):

<table>
<thead>
<tr>
<th>Exhibition</th>
<th>Month</th>
<th>Date</th>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Please indicate which display(s) you would like your exhibit to appear on:

- LCD #1 (Rand Hall – can be moved to be flat against wall or over stairs)
- LCD #2 (East Sibley Hall A – can be angled downward)
- LCD #3 (East Sibley Hall B – can be angled downward)
- LCD #4 (Hartell Gallery A – can be moved anywhere along wall and angled outward toward window)
- LCD #5 (Hartell Gallery B – can be moved anywhere along wall and angled outward toward window)
- LCD #6 (W. Sibley – fixed)
- LCD #7 (Tjdaen Hall – can be moved up and down on pulley system)
- LCD #8 (Foundry)

**Technical Information:**

The resolution for the LCDs is 1920x1080 @59-60hz. All video or images used should be in a high resolution format for optimum viewing. However, for the sake of file space/time it is not required to up-sample a lower quality movie if it wasn’t originally shot in HD.

The LCDs are powered by a content management system. All images and videos must be in prepared with the following specifications in mind:

**Images**
- Resolution: 1920x1080
- Filenames: Sequentially numbered starting at 1.jpeg, 2.jpeg, 3.jpeg and so on.

**Videos**
- Resolution: 1920x1080. If your video is not HD please contact Andre Hafner (ah97)
- Encoding: h.264 encoding with a m4v wrapper
- Filenames: Sequentially numbered starting at 1.m4v, 2.m4v, 3.m4v and so on.

**Access to computers:** After your exhibit has been approved you will need to schedule a time with Andre Hafner (ah97) to load your files. Please prepare your files on a CD, DVD, or USB thumb drive. If you encounter technical difficulties or have formatting questions, please email or call Andre Hafner at ah97 or 607-255-1130.

Please return to: Event and Exhibitions Office, 116 W. Sibley Hall, Cornell University, Ithaca, NY 14853