

## IALD PROFESSIONAL APPLICATION PROCESS

Thank you for considering Professional membership with the IALD. This document provides general information on creating a Professional application package and portfolio, the review and notification process, and a few frequently asked questions. This information is intended to help guide you through the Professional application process. It is highly recommended that you read the Professional Membership Application instructions, the portfolio guidelines listed on the PowerPoint portfolio template and this document in its entirety prior to beginning your Professional IALD application and portfolio.

### BEFORE YOU BEGIN

Your IALD membership designation is intended to reflect your career stage: Student; Junior Associate; Associate; Professional. Therefore, it is recommended that members progress through the IALD membership grades as they progress through their careers.

Carefully read the **Professional Membership Application Instructions** and the information on the **portfolio PowerPoint template** prior to submitting your portfolio. It is also encouraged that you read the **Frequently Asked Questions** section at the end of this document for helpful information. The Membership Committee will only review portfolios that follow the PowerPoint template provided on **[www.iald.org](http://www.iald.org)**. Portfolios that do not follow the PowerPoint template will be returned to the applicant without being reviewed. Portfolios that do not follow the guidelines in the Application Instructions document will be returned to the applicant without being reviewed.

### ASSEMBLING YOUR PORTFOLIO

The complete instructions and requirements are noted on the PowerPoint portfolio template. Read all instructions carefully.

#### Basic Requirements:

- The PowerPoint template is mandatory and must be used to create the portfolio
- Four (4) projects, two (2) of which must have been completed within the last five (5) years
- Six (6) to ten (10) images of each completed project. If six images of the completed project are included, the applicant may add supplemental images of renderings, mock-ups, sketches, details, control systems, etc. up to a maximum total image count to ten (10).
- Maximum 700-word description addressing each of the eight review criteria per project. All text must be submitted in English.

### PORTFOLIO REVIEW CRITERIA

During the portfolio review, the Membership Committee will evaluate each project, ensuring that each narrative addresses all eight (8) criteria elements listed below. If your portfolio does not address each criterion, the Committee may ask for additional information in order to complete its review or, if multiple criteria are missing, the Committee may not accept the portfolio. The criteria that should be addressed in the portfolio are:

- **COMPLEXITY OF PROJECT:** degree of difficulty of the project
  - Provide insight about any specific challenges that you may have faced during the project from concept to execution (for example, financial, mechanical, jurisdictional, creative) and how you worked to overcome those challenges.
- **CONCEPT:** overall success of the lighting design concept in realizing the stated design goals of the project.
  - Provide insight about how the project or a given component/element evolved from early concepts and to final execution.
- **HARMONY:** successful design integration with architecture/environment
  - Provide insight describing how specific components of your lighting design work with the architecture and environment to create a harmonious solution
- **INVENTIVENESS:** originality and uniqueness of the design approach
  - Provide insight about any special/unique techniques and/or creative solutions you used to design the project
- **APPROPRIATENESS:** choices related to the quality of light in the environment and selection of elements for illumination
  - Provide a brief analysis of how your solutions worked best for the space, environment, and/or users
- **BUDGET AND MAINTAINABILITY:** design solution successfully executed within budget limitations and easy to maintain.
  - Address any specific budget constraints as well as the maintainability of your design for any lighting solutions that could pose accessibility challenges
- **SUSTAINABILITY AND ENERGY EFFICIENCY:** design meets or exceeds the stated goals for energy performance and environmental responsibility. Environmental and energy solutions are clearly stated.
  - Outline any enhanced sustainability goals & how your design helped meet those goals, including any special controls
- **REALIZATION:** overall success of lighting design related to fixture/lamp selections and visual task requirements.

Remember, this is NOT an award submission. Your narratives should speak to your aptitudes and skillsets as a lighting designer, highlighting specific elements of each project that help to convey each of the criteria listed above. The Membership Committee is composed of your peers; your narratives should be a dialogue that dives into your design process for each project submitted.

## REVIEW PROCESS

The Membership Committee receives portfolios on a monthly basis and requires approximately six (6) to eight (8) weeks to complete the review. The Professional portfolio review process is conducted as a “blind review,” meaning that the Membership Committee does not know the identity of the applicant. This reduces potential bias and ensures the integrity and anonymity of the review process.

IALD staff will separate your application, resume, project list and company profile from your portfolio. Only the portfolio is sent to the Membership Committee for review. IALD membership staff alone knows the identity of the person submitting a Professional membership application. Therefore, portfolios may not include your name, the name of your company or any other information that may identify you as the applicant to the Committee.

Each member of the Membership Committee reviews the portfolios using an objective evaluation system based on the eight (8) review criteria. The Membership Committee evaluates the strengths and weaknesses of each portfolio based on these criteria.

## NOTIFICATION PROCESS

Once the review is complete, the applicant will be notified of the outcome via e-mail.

If the Committee accepts the portfolio, they then receive and review the applicant's application, résumé/CV, project list and company profile to confirm they meet the eligibility requirements for Professional membership. If the Committee determines the applicant meets the eligibility requirements, he or she will be notified that they have been accepted as a Professional member of the IALD.

If the Committee does not accept the portfolio, the Committee does not receive or review the applicant's application, résumé /CV, project list and company profile. This maintains the anonymity of the applicant to the Committee. Using the information provided by the Committee, IALD membership staff create a letter to notify the applicant that he or she has not been accepted for Professional membership.

On a first submission, it is not unusual for a portfolio to require revisions or not be approved for membership. A rejection of an applicant's portfolio is typically not a reflection of the applicant's skill or capability, but rather how well the criteria were addressed for each project in the portfolio.

The Committee may offer a suggestion on how to reapply if a resubmission of the portfolio would be appropriate. The Committee may also recommend that the applicant apply to join the IALD in a different membership category. Sometimes the applicant is invited to submit an application to join the IALD as an Associate in order for them to become more familiar with the IALD and the types of projects that would make a strong portfolio for Professional membership.

Should you have questions about the Professional membership application process or review, contact the IALD Membership Department by sending an email to **[membership@iald.org](mailto:membership@iald.org)** or by calling +1 312 527 3677.

## PROFESSIONAL APPLICATION FREQUENTLY ASKED QUESTIONS

### **How broad must my scope of work be to apply for Professional membership?**

You do not have to have a broad range of project types. You can be a specialist in one area. The Membership Committee knows that the profession is varied. The Committee is looking for high quality and high professional standard in your work.

### **Do I have to be sponsored by a current IALD member to apply for Professional membership?**

You are not required to be sponsored by an IALD member to apply for Professional membership. The Professional application requires applicants to name two professional references. It is suggested that one of the references should be a current IALD member. Letters of reference are not required.

### **What projects should I submit?**

Submit projects that you think are your best work. All projects should be permanent and architectural in nature and should convey your ability to practice architectural lighting design. Projects should show either a diversity of design types or depth in one area. At least two of the projects must have been completed within the past five (5) years. If a project is submitted that was completed more than ten (10) years ago, include in the description what you would do differently if the project were completed today and with current technology.

### **What is “architectural in nature”?**

Projects that are architectural in nature light permanent structures. Exhibit or museum lighting systems that are permanent are considered to be architectural in nature and can be used in a portfolio. Projects that are not considered to be architectural in nature are theatrical lighting, event lighting, temporary installations, media screens, light art or lighting designed for show purpose.

### **The portfolio requires projects on which I’ve had an active senior role. What does “active senior role” mean?**

An active senior lighting designer is responsible for:

- Creating the lighting design strategy and crafting the lighting design concepts for client projects
- Documentation related to the design solutions of the project
- Conveying and exchanging ideas with the client and the project team
- Meeting project design deadlines
- Providing advice throughout the implementation process
- Guiding the outcome of the developed and documented design

### **I was an active senior designer on an IALD award-winning project, but I no longer work for the firm. May I still cite this project in place of a portfolio project?**

Yes. IALD is a membership association of individuals. Your professional experience enabled you to be recognized for outstanding work and the IALD Membership Committee will honor the Award-winning project in place of one of the four portfolio projects.

**Is façade lighting acceptable as a project?**

Façade lighting is acceptable if it is described as a façade lighting-only project. For example, if a museum project is submitted and the text only addresses the façade, the Committee may think that the description is incomplete and may ask for clarification or recommend that a different project is submitted in its place.

**Can I submit a published article in the place of a project?**

No. The Membership Committee is comprised of Professional members who are familiar with the type of work that you do as a lighting designer. The portfolio evaluation is a review of your professional work and not the educational or informational work you've curated for public consumption.

**Can I include a rendering, detail or sketch as one of the photos in my portfolio?**

Yes, if a supplemental graphic such as a rendering, detail or sketch can help communicate the criteria being reviewed, candidates can include these types of graphics. However, the graphics cannot be counted towards the minimum of six (6) images of the completed installation that are required for the portfolio submission. If you include these supplemental images, they cannot bring your total project image count to more than ten (10).

**Do project images need to be professionally taken?**

Project images do not have to be taken by a professional photographer but should be of sufficient quality to illustrate your work. If possible, avoid digitally altering or inserting fill light. If that is not possible, clearly identify the images that use fill light or have been digitally enhanced.

**Can I include images with daylighted spaces?**

For daylighted spaces, the applicant should include supplemental imagery to communicate how electric light integrates into the space in the absence of daylight. The applicant should also speak to how it is incorporated in the overall project design.

**Is it unusual for the Membership Committee to request I replace a project or ask for additional information prior to making a decision on my portfolio?**

No, it is not uncommon for the Committee to request more information or a different project to replace one that was submitted, especially if this is your first time submitting a portfolio.

**My portfolio was not accepted for Professional membership. Can I reapply?**

If your portfolio was not accepted by the Committee, you may reapply for Professional membership. The Committee recommends applicants follow the guidance provided in the notification letter to ensure that they are successful in their resubmission or, if it was recommended, an application for a different membership grade.

Should you have questions about the information stated in this document or about membership with the IALD, contact the IALD Membership Department at [membership@iald.org](mailto:membership@iald.org) or +1 312 527 3677.