

SIO membership application form Portfolio and CV guidelines

SIO's application consists of a CV (A4) and an electronic portfolio (PDF A3).

CV

The applicant's CV must include a list of references.

The list of references, which can be added as an appendix to the CV or included in it, must also explain

- the applicant's share in the projects
- the name of the project, locality, firm, role or duties, year
- sites, which are included in the portfolio, in **bold**

PORTFOLIO

Both the image and text material must primarily state the applicant's share and role in the project. The material can include other contributors' such as the main architect/designer's material, when it is essential for understanding the project in full, e.g. facade drawings, 3D modelling, floorplan. In such a case, the creator must always be mentioned. Each project may occupy 1 to 3 pages of the portfolio. The applicant must state his/her part in and share of the projects.

A short description of each work/project separately:

- locality and city district
- commissioner, client
- architect/designer's role in and share of the project, duties:
the employment relationship includes the name of the firm
for self-employed people or freelancers

Presentation material - core duties in the project:

- floorplan or furniture floor plan
- projection/s
- furniture drawing and/or component drawing, drawings
- photographs or 3D renders of the site

If the question is of a separate furniture and/or object design project, adapt the enclosed material accordingly.

Also include detailed drawings, if they are beneficial to the nature of the work and/or there is room in the presentation for additional material.

The texts for the portfolio must include the applicant's **personal role in and share of** the implementation of the project and a short account of the course of the project. The text must explain **the share and ratio of independent and instructed work**.

The applicant must demonstrate with the presentation that s/he can independently and creatively perform design tasks and implementation and show that s/he is able to produce the required professional material and documents for a project. The applicant must illustrate that s/he masters and understands the different stages of a design project as an interior architect.