



SIO membership application — Portfolio and CV guidelines

The application consists of a CV (A4) and an e-portfolio (horizontal A3, PDF)

CV

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

The list of references can be a section of the CV or an attachment which includes

- Name of the project, place (city district), agency and year
- Client
- Designer/architect's role and share of the project, duties: name of the agency for which the work has been done as a self-employed person or freelancer

PORTFOLIO

The applicant must use the portfolio to show that s/he is capable of independent and creative work in diverse design projects and executions and demonstrate her/his competence to produce the required professional material and documents for the project. The applicant must illustrate that s/he masters and understands the different stages of a design project in the role of an interior architect. The portfolio should be seen as a dialogue with the architect rather than a presentation to a client. The application can include course works. The portfolio should showcase 4–6 projects of the applicant's choosing. Each project may cover 1 to 3 pages in the portfolio.

The introduction must include the applicant's personal statement and a short report of the progress of the project. The images and text must illustrate the applicant's role and share of the project and the ratio between independent and instructed work. The text is expected to be brief and concise and focus on the facts of each project (instead of inspirational descriptions). The presentation material can include material by others, such as the main architect, when it is essential for understanding the overall project (e.g. facade drawings, 3D modelling, floorplan). In such a case, the creator of the section must be mentioned. Do not use sales images or marketing material in your portfolio if you do not have the right to use them.

Presentation material, images:

- projections, drawings, detail images with explanatory text (ca. 1/2 of the portfolio)
- photographs and modelling of the object/site (ca. 1/4 of portfolio)
- floorplans, furniture drawings, detail drawings (ca. 1/4 portfolio)

A short description of each assignment/project:

- place and city district
- client
- role of the architect and share of the project: in employment, name of agency/ duties, duties as self-employed/freelancer

Detailed drawings if the nature of the project requires it or the presentation leaves room for extra material.

If the project in question is a furniture and/or object design project, apply the attached material accordingly. If the applicant's duties are mostly other than actual design work and the



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portfolio does not include a sufficient number of design projects, the applicant's competence must be demonstrated in some other way. Including a description of duties and his/her role in the presented projects.