**WHAT HAPPENS WHEN:**

- **SUBMIT REGISTRATION FORM**
- **CONFIRM DESIGN REVIEW SLOT**
- **SUBMIT PRE-REVIEW MATERIAL**
- **LEAD PANELLIST SITE VISIT**
- **LEAD PANELLIST PREPARES BRIEFING NOTE**

2 weeks before

- **FURTHER REVIEW**
- **DCFW REPORT**
- **CHAIR SUMMING UP**
- **DIALOGUE WITH PANEL**
- **PRESENTATION TO PANEL (15 MINS)**

2 weeks after

- Developer/design team
- DCFW

On the day

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**WHAT INFORMATION TO SUBMIT IN ADVANCE:**

- Outline of the brief, vision and objectives
- Location plan
- Summary of site analysis
- Plans, sections, elevations that explain what is proposed

Three hard copies and one electronic copy to be sent to DCFW 2 weeks in advance

**WHAT TO PRESENT ON THE DAY:**

- You will have 15-20 minutes – the value of design review is in the dialogue with the panel, if your presentation overruns you will have less time for dialogue. Please keep to time.
- Present the proposals clearly and succinctly.
- The panel will have seen the pre-review information so you don’t need to present everything. Ensure you tell us what has changed since the pre-review material was submitted.

You can send your presentation by email in advance or bring it on a memory stick on the day. A1 boards and physical models are also welcome.

**QUESTIONS TO THINK ABOUT IN ADVANCE:**

- A key question the panel will be interested in is “Why is it like that?” Make sure you tell us what has informed the design decisions you have made.
- How does it relate to the context and any strategic vision/masterplan/strategy?
- How has your site analysis informed the design?
- Can you clearly explain the design concept using one or two diagrams?
- How has an integrated approach to sustainability informed the design?