

# 2024 DIA Shortlisted Entry Delivery Instructions

According to the 2024 DIA Announcement, participants of all shortlisted entries for the Second Evaluation shall provide physical works to the DIA Committee. Non-physical entries in the digital economy category (such as software or system) can choose the “Video Only (software / system)” option. However, a platform link and account for the judges to experience the entry shall be provided in the delivery system. If additional software packages need to be installed, a device with the pre-installed software must be provided and sent to DIA.

Participants of all shortlisted entries shall log in to the official website (<https://en.di-award.org/>) during the period from August 12 to September 18, 2024, and click the “Delivery” button on the “Entry List” interface to fill in the relevant shipping information. Those who fail to send the physical works or upload the videos on time will be deemed to have voluntarily forfeited the qualification for the Second Evaluation.

## I. Delivery Information

To allow sufficient time for customs clearance, **it is recommended that overseas entries be sent no later than August 31st.**

1. Entry Receiving Time: September 2 to September 20, 2024 (08:30-16:30, Beijing time, weekdays only). **Entries arriving beyond the specified receiving time will not be accepted.**
2. Recipient: Mr. Liu
3. Address: No. 1500, Yangshupu Road, Yangpu District, Shanghai, China
4. Tel:+86 15900593002

### 5. Special Instructions for Large Entries:

For large entries with a single dimension exceeding 2 meters or a weight exceeding 100 kg, participants shall inform the DIA committee **by email (international@di-award.org) before 16:00 (Beijing time) on September 1, 2024. Failure to inform in advance may result in refusal of acceptance.**

## II. Delivery Method



Please follow the process to complete the shipment and read the items below carefully:

1. Participants of all shortlisted entries for the Second Evaluation shall upload the video and send physical works for on-site evaluation. If the video was already uploaded for the Preliminary Evaluation, participants have the option to either continue using the same video or replace it with a new one.
2. For non-physical entries in the digital economy category (such as software or systems), a platform link and account for the judges to experience the entry shall be provided in the delivery system. If additional software packages need to be installed, a device with the pre-installed software shall be provided and sent to DIA.
3. For those entries that are too large to be transported, like aircraft, vessels, etc., small-scale models or prototypes can be provided as alternatives.
4. All expenses incurred in sending the physical works shall be borne by the participants themselves.

5. For self-delivery entries, participants should contact the DIA Committee in advance to make an appointment.
6. For overseas participants, please read "Notes for Overseas Shortlisted Entry Delivery" carefully.
7. Entries under the below situations will be rejected by the DIA Committee, which will be deemed as abstention of Second Evaluation automatically.
  - Entries arrive beyond the specified receiving time.
  - Entries that require the DIA Committee to pay freight or customs clearance fees.
  - Entries with severely damaged packaging.
  - Entries without any filled delivery information in the delivery system within 24 hours after sending.
  - Entries without QR Code pasted on the packaging.
  - Entries that are not qualified for DIA Second Evaluation.
  - Large entries with a single dimension exceeding 2 meters or a weight exceeding 100 kg that are not reported in advance.

### III. Entry Return

1. To ensure the fairness of the DIA evaluation, all participants are requested to deliver their entries within the time limit. The shortlisted entries cannot be retrieved without approval after being delivered.
2. The specific time and details for the return or self-pickup of entries will be provided by the DIA Committee at a later date.
3. In order to ensure the integrity of the entries and effectively avoid the risk of damage in the process of packing and returning, DIA Committee suggests that participants should pack and send back or retrieve their entries in person. Participants who cannot pack and send back their entries in person due to objective reasons may entrust DIA Committee to arrange the return.
4. If DIA Committee is entrusted to send back an entry, any expenses and losses incurred in the process of sending back the entry shall be borne by participants.
5. If DIA Committee is entrusted to send an entry back to a place in China, DIA Committee will send the entry by SF Express with the payment term of "Freight Collect".
6. If DIA Committee is entrusted to return the entry outside of China, DIA Committee suggests the following two ways:
  - ①SF Express "Freight Collect" service: Participants can entrust DIA Committee to send back entries by SF Express with the payment term of "Freight Collect".
  - ②FedEx/DHL/UPS Remote Pickup Service: Participants can prepare required documents for remote pickup (including but not limited to express waybill, proforma invoice and packing list) and contact the courier companies to pick up the parcels at the designated time and place.
7. For all entries sent to DIA Committee by participants in person, the participants are requested to retrieve their entries at the designated time and place. To retrieve entries efficiently, the participants are requested to make an appointment by telephone at least one day in advance.
8. If the valid entry return information is not submitted before September 18, 2024, DIA Committee will keep the entry until early December. If the relevant participant fails to contact DIA Committee within the time limit, it will be deemed that the participant has waived the ownership of the tangible entry, which will be disposed of by DIA Committee.
9. All participants for the awarded works with bonus must donate their physical works to DIA Committee. Entries that are needed for further research and development, can be sent back to DIA Committee upon completion of the research and development. Entries that are too large to transport, such as ships, high-speed trains and airplanes, can be replaced by small-scale models. If the award winners prefer to donate their entries to DIA Committee for collection, DIA Committee will provide the collection certificates accordingly, and there will be more exhibition opportunities for those entries.

**Considering the multiple risks involved in the process of delivery, please read and sign the "Risk Disclosure Statement of DIA Shortlisted Works" before sending the Entry. Once the entry sent, it would be deemed that you have read and accepted all the above terms and**

**conditions. If you have any questions, please send an email to [international@di-award.org](mailto:international@di-award.org) and include your entry ID in the subject line.**