

# RULES AND REGULATIONS

## WISA Design Competition: Designing the Flight School of the Future

### 1. COMPETITION START AND END DATES

The *WISA Design Competition: Designing the Flight School of the Future* (the “**Competition**”) begins on May 1, 2022 at 12:00 a.m. Eastern Time (“**ET**”) and ends on June 24, 2022 at 11:59 p.m. ET (the “**Competition Period**”).

The Competition Period will consist of a “**Submission Period**”, a “**Finalist Selection Period**”, and a “**Winner Selection Period**” as follows:

Period	Open (12:00 a.m. ET)	Close (11:59 p.m. ET)
Submission Period	May 1, 2022	May 9, 2022
Finalist Selection Period	May 10, 2022	May 27, 2022
Winner Selection Period	May 28, 2022	June 24, 2022

### 2. WHO IS ELIGIBLE TO ENTER

The Competition is open to residents of Canada (excluding Quebec) who: (i) have reached the legal age of majority in their province/territory of residence at the time of entry, (ii) agree to be bound by these Competition rules, including all schedules attached hereto (collectively, the “**Rules**”) and any other Competition documentation, and (iii) are a post-secondary student (full-time or part-time), in good academic standing, enrolled at a recognized University or College. Collectively, entrants who are eligible to enter this Competition are called “**Eligible Entrants**”.

Excluded from entering the Competition and qualifying as an Eligible Entrant are the employees, representatives or agents (and those with whom such persons are living, whether related or not) of the Waterloo Institute for Sustainable Aeronautics (an institute of the University of Waterloo, the “**Sponsor**”), the Sponsor, ALSIM, the Region of Waterloo International Airport, the Waterloo Wellington Flight Centre (“**WWFC**”), and Tuvoli LLC (dba 4AIR), their respective parent companies, affiliates, subsidiaries, prize suppliers, advertising/marketing or promotion agencies and any other individual(s), entity or entities involved in the development, production, implementation, administration or fulfillment of the Competition (collectively, the “**Competition Parties**”). Notwithstanding the foregoing, post-secondary students that qualify as an Eligible Entrant, as set out in the paragraph above, who are an employee, representative or agent of the Sponsor (excluding the Waterloo Institute for Sustainable Aeronautics) are permitted to enter the Competition.

### 3. HOW TO ENTER

NO PURCHASE IS REQUIRED TO ENTER OR WIN. To participate in the Competition, Eligible Entrants must register and submit an eligible submission as set out below. Eligible Entrants may participate in the Competition individually or as part of an eligible team (a “**Team**”). There is a limit of one (1) Team per participant.

To be eligible, a Team must: (i) be comprised of participants who all qualify as an Eligible Entrant as set out in Rule 2; and (ii) designate one (1) Team member to act as your Team’s authorized representative

(the “**Team Representative**”), who must be authorized by each member of your Team at the time of registration (and must remain authorized during and after the Competition) to: (i) provide to Sponsor any and all required information that relates to the Team and its members for the purposes of administering the Competition in accordance with these Rules; (ii) enter the Competition on behalf of the Team; and (iii) agree to be legally bound by these Rules on behalf of each member of the Team. If participating in the Competition as part of a Team, the Team Representative must register and submit the Team’s submission in accordance with all requirements below to enter the Competition on behalf of his/her Team.

### **(A) Registration**

To enter the Competition, you must first register for the competition (individually, or as a Team). Each Eligible Entrant (or Team Representative, in the case of a Team) must fully complete and submit (with all required information) the online registration available at the following link: <https://uwaterloo.ca/sustainable-aeronautics/form/wisa-design-competition-registra> (a “**Registration**”). To be eligible, a Registration must be submitted and received in accordance with these Rules by May 9, 2022, 11:59 p.m. ET. Limit of one (1) Registration per Eligible Entrant and per Team.

### **(B) Submission**

Upon completing and submitting a Registration in accordance with the requirements above, you must complete and submit an eligible submission (a “**Submission**”) during the Submission Period (individually, or as a Team).

To complete an eligible Submission, you must: (i) create a unique and original design of two (2) detached buildings that reimagine the WWFC facility as a model of social, environmental, and economic sustainability (a “**Design**”); (ii) sign the Sponsor’s entrant declaration and release form, confirming your consent and agreement for your Submission to be used as set out in Rule 8 below (for certainty, if a Submission is submitted by a Team, each member of such Team must sign this declaration and release form); and (iii) prepare all required supporting documentation for your Design; all in accordance with the detailed Submission requirements set out within **Schedule “A”** of these Rules.

Upon completing your eligible Submission, you must submit your Submission during the Submission Period by uploading your full Submission, with all required components, to <https://uwaterloo.ca/sustainable-aeronautics/form/wisa-design-competition-designin>.

To be eligible, all content and materials associated with each Submission (including without limitation, the Design – collectively, the “**Submission Materials**”) must: (i) be submitted and received in accordance with these Rules, during the dates of the Submission Period; (ii) include all required components and materials – including without limitation, include all required components and materials as set out within the detailed Submission requirements in **Schedule “A”** of these Rules; and (iii) be in accordance with these Rules, including, but not limited to, the specific Participation Requirements listed below in Rule 7 (all as determined by Sponsor in its sole and absolute discretion).

By submitting a Submission, all Eligible Entrants hereby agree:

- a) to be bound by and comply with these Rules, including following all submission requirements; and
- b) to sign and return the Sponsor’s “Declaration and Release” form, if the Eligible Entrant becomes an eligible winner.

#### **4. ENTRY LIMITS AND CONDITIONS**

Limit one (1) Submission and one (1) Design per Eligible Entrant and per Team. Multiple Submissions that incorporate the same Design will be declared ineligible and dismissed. If it is discovered that any person has attempted to: (i) exceed any of the limits stated in these Rules; (ii) use different or multiple names, identities, email addresses or any other means not in keeping with these Rules (in law or in spirit) to enter the same Submission under different names or identities; (iii) participate in the Competition in any other fraudulent or misleading way; or (iv) otherwise disrupt or attempt to disrupt this Competition in any way, they will be disqualified from the Competition in the sole and absolute discretion of the Sponsor.

The Competition Parties and each of their respective agents, employees, shareholders, officers, directors, legal representatives, members, successors, and assigns (collectively, the “**Released Parties**”) are not responsible for, and accept no liability whatsoever in relation to, any late, lost, misdirected, delayed, incomplete or incompatible Submissions, Submission Materials and/or other information (all of which is void). Submission Materials, including the Submission, may be rejected if, in the sole and absolute discretion of the Sponsor, the Submission Materials are not submitted and received in accordance with these Rules and/or if the Submission Materials are not otherwise in compliance with these Rules (including, but not limited to, the Participation Requirements as set forth below in Rule 7 and/or the detailed Submission requirements set out within Schedule “A”), all as determined by Sponsor in its sole and absolute discretion. If this Competition receives no Submissions or fewer Submissions than prizes available (see below), the Sponsor will only award the number of prizes that correspond with the number of eligible Submissions received, subject to such Submissions meeting the Minimum Finalist Score (defined below) (all other prizes will not be awarded in the Competition).

#### **5. AGREEMENT TO BE LEGALLY BOUND BY COMPETITION RULES**

By participating in this Competition, you indicate that you have read and understood these Rules and agree to be legally bound by these Rules, all other Competition documents and the decisions of the Competition Judges (defined below) and the Sponsor.

#### **6. VERIFICATION OF ENTRANTS AND ENTRIES**

All Submissions, Submission Materials (including without limitation, Designs), Teams and Eligible Entrants are subject to verification related to this Competition at any time and for any reason. The Sponsor reserves the right, in its sole and absolute discretion, to require proof of identity and/or eligibility (in a form acceptable to the Sponsor – including, without limitation, government issued photo identification):

- a) for the purposes of verifying the eligibility and/or legitimacy of any Submission, Submission Materials (including without limitation, Designs) and/or other information entered (or purportedly entered) for the purposes of this Competition.
- b) for the purposes of verifying a Team’s or an individual’s eligibility to participate in this Competition.
- c) for any other reason the Sponsor deems necessary, in its sole and absolute discretion, for the purposes of administering this Competition in accordance with the Sponsor’s interpretation of the letter and spirit of these Rules.

Failure to provide such proof to the complete satisfaction of the Sponsor within the timeline specified by the Sponsor may result in disqualification in the sole and absolute discretion of the Sponsor. The Sponsor reserves the right to disqualify any Submission (and all corresponding Submission Materials), Team or entrant in its sole discretion, should any Submission (and all corresponding Submission Materials), Team

or entrant at any stage supply untruthful, incomplete, inaccurate, or misleading personal details and/or information.

## **7. PARTICIPATION REQUIREMENTS**

RELEASE AND INDEMNITY: BY SUBMITTING A SUBMISSION, EACH PARTICIPANT AGREES (TO THE MAXIMUM EXTENT PERMITTED BY LAW) TO RELEASE THE RELEASED PARTIES FROM ANY AND ALL LIABILITY IN CONNECTION WITH THE COMPETITION, HIS/HER PARTICIPATION THEREIN AND THE SUBMISSION (AND EACH INDIVIDUAL COMPONENT THEREOF – INCLUDING, WITHOUT LIMITATION, THE SUBMISSION MATERIALS) AND, TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE RELEASED PARTIES FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, SUITS, OR PROCEEDINGS, AND ANY LOSSES, LIABILITIES, DAMAGES, LIABILITIES, COSTS, AND EXPENSES IF ANY KIND ARISING FROM YOUR PARTICIPATION IN THE COMPETITION. BY SUBMITTING A SUBMISSION, EACH PARTICIPANT ALSO AGREES THAT THE SUBMISSION (AND EACH INDIVIDUAL COMPONENT THEREOF, INCLUDING THE SUBMISSION MATERIALS), COMPLIES WITH ALL CONDITIONS STATED IN THESE RULES. THE RELEASED PARTIES SHALL BEAR NO LIABILITY WHATSOEVER FOR SUBMISSIONS THAT DO NOT COMPLY WITH THESE RULES, INCLUDING BUT NOT LIMITED TO COPIED SUBMISSIONS, FRAUDULENT SUBMISSIONS, SUBMISSIONS FOR WHICH THE PARTICIPANT OR TEAM DOES NOT OWN 100% OF THE RIGHTS TO THE DESIGN SUBMITTED WITH THE SUBMISSION, ETC. THE RELEASED PARTIES WILL BEAR NO LIABILITY WHATSOEVER REGARDING: (I) THE USE OF ANY SUBMISSION (OR ANY COMPONENT THEREOF – INCLUDING, WITHOUT LIMITATION, THE SUBMISSION MATERIALS); (II) A PARTICIPANT’S PARTICIPATION IN ANY COMPETITION-RELATED ACTIVITIES; (III) ANY USE, COLLECTION, STORAGE AND DISCLOSURE OF ANY PERSONAL INFORMATION; AND/OR (IV) IF DECLARED A WINNER, THE PRIZE (INCLUDING ANY USE OR MISUSE OF THE PRIZE). THE RELEASED PARTIES SHALL BE HELD ENTIRELY HARMLESS BY EACH PARTICIPANT IN THE EVENT IT IS DISCOVERED THAT A PARTICIPANT HAS DEPARTED FROM OR NOT OTHERWISE FULLY COMPLIED WITH ANY OF THESE RULES. THIS RELEASE AND INDEMNITY SHALL CONTINUE IN FORCE FOLLOWING THE TERMINATION OF THE COMPETITION AND/OR AWARDING OF ANY PRIZES. THE RELEASED PARTIES SHALL NOT BE RESPONSIBLE FOR, AND SHALL BE HELD ENTIRELY HARMLESS AGAINST ANY AND ALL CLAIMS BY ANY PARTICIPANT AND/OR TEAM IN THE EVENT THAT A SIMILAR DESIGN IDEA IS ALSO RECEIVED AS AN SUBMISSION TO THE COMPETITION. THE RELEASED PARTIES SHALL NOT BE RESPONSIBLE FOR, AND SHALL BE HELD ENTIRELY HARMLESS AGAINST ANY AND ALL CLAIMS BY ANY PARTICIPANT IN THE EVENT THAT A SIMILAR DESIGN IDEA IS ALREADY BEING CONSIDERED FOR DEVELOPMENT OR IS ALREADY UNDER CONSTRUCTION, IN WHOLE OR IN PART, BY THE RELEASED PARTIES, OR WILL BE CONSIDERED OR CONSTRUCTED NOW OR IN THE FUTURE BY THE RELEASED PARTIES.

By participating in the Competition and submitting a Submission, each Eligible Entrant hereby warrants and represents that the Submission Materials they submit (either individually, or as part of a Team):

- a) are entirely original to the Eligible Entrant and that the Eligible Entrant is the owner of all necessary intellectual property rights and any other rights in and to the Submission Materials for the purposes of entering such Submission Materials in the Competition (including without limitation, that the Eligible Entrant is fully authorized to submit the Submission Materials in the Competition and grant the rights set out in Rule 8 below, and that no further rights, grants, consents or permissions are required to submit the Submission Materials and/or grant such rights)
- b) do not violate any law, statute, ordinance or regulation
- c) do not contain any reference to or likeness of any identifiable third parties
- d) will not give rise to any claims whatsoever, including, without limitation, claims of infringement, invasion of privacy or publicity, or infringe on any rights and/or interests of any third party (including without limitation, will not give rise to any such claims in connection with use of the

Submission Materials by the Sponsor, Competition Parties or any Third Party as set out in Rule 8(a) below)

- e) have not been made public or otherwise published or entered in another competition prior to submission to this Competition
- f) are not defamatory, libelous, pornographic or obscene, and that they will not contain, without limitation, any of the following: mentions of the Competition Parties' competitors, politics, nudity, alcohol/drug consumption or smoking, anything sexual in nature, crude, vulgar or offensive language and/or symbols, derogatory characterizations of any ethnic, racial, sexual, religious or other groups, content that includes any illegal, inappropriate or risky behaviour or conduct, personal information of individuals, commercial messages, comparisons or solicitations for products or services, any identifiable third party products, trademarks, brands and/or logos (other than those of Sponsor or WWFC), conduct or other activities in violation of these Rules, and/or any other materials that are or could be considered inappropriate, unsuitable or offensive, all as determined by the Sponsor in its sole and absolute discretion.

Any Submission Materials that the Sponsor, the Competition Parties and/or its promotional agencies, in its sole and absolute discretion, deems to violate the terms and conditions set forth in these Rules are subject to disqualification. Submissions that don't meet the Participation Requirements will be void. The Sponsor reserves the right, in its sole and absolute discretion at any time and for any reason, to request an Eligible Entrant to modify, edit and/or re-submit any Submission Materials (or any part thereof) in order to ensure that the Submission Materials comply with these Rules, or for any other reason.

The Sponsor reserves the right, in its sole discretion, to take whatever action it deems necessary based on the circumstances – including, without limitation, disqualifying the Submission Materials (and the corresponding Submission and/or the associated Eligible Entrant) – to ensure that the Competition is being conducted in accordance with the Sponsor's interpretation of the letter and spirit of these Rules.

## **8. INTELLECTUAL PROPERTY**

By participating in the Competition and submitting a Submission (either individually, or as a Team), each Eligible Entrant hereby:

- a) Grants to Sponsor and Competition Parties, automatically upon the submission of their (or their Team's) Submission, an irrevocable, fully paid up, royalty-free, sub-licensable, non-exclusive license to use, reproduce, display, publish, edit, modify, make available, freely distribute, communicate to the public by telecommunication, synchronize with other content and materials and otherwise exploit the Submission's Submission Materials (and each component thereof – including without limitation, the Design) and any materials based upon or derived therefrom, in whatever way they choose, worldwide, in any medium now or hereafter known, in perpetuity, for the purposes of (1) reproducing, publishing, distributing, sub-licensing or otherwise making available the Submission's Submission Materials (and each component thereof – including without limitation, the Design) on the Sponsor's Competition website, worldwide and in perpetuity, for any third party ("**Third Party**") to view, copy, download and otherwise use the Submission Materials for any purpose, in any manner, method or medium, (2) promoting or advertising the Competition, (3) constructing projects based on any winning Submissions or any aspect of any winning Submissions (which, for certainty, may be modified as Sponsor and its Competition Parties see fit), or (4) any other reason determined by the Sponsor at its sole and absolute discretion, all without any further notice or compensation.

- b) waives all moral rights in and to the Submission Materials (and each component thereof - including without limitation, the Design) associated with their Submission in favour of the Sponsor (and anyone authorized by the Sponsor to use the Submission Materials), and any Third Party.
- c) agrees to release hold harmless and indemnify the Sponsor and all other Released Parties from and against any and all claims, damages, liabilities, costs, and expenses arising from any such use of the Submission Materials (and each component thereof - including without limitation, the Design), including, without limitation, any claim based on publicity rights, defamation, invasion of privacy, copyright infringement, trademark infringement or infringement of any other intellectual property right (or any other right), or other cause of action whatsoever, including without limitation, any claim based on any Third Party's use of the Submission Materials.

## **9. THE PRIZES**

There are a total of three (3) monetary prizes (the "Prizes") available to be won:

- 1st Prize: Five thousand Canadian dollars (\$5,000 Canadian)
- 2nd Prize: Two thousand five hundred Canadian dollars (\$2,500 Canadian)
- 3rd Prize: One thousand Canadian dollars (\$1,500 Canadian)

Each Prize will be payable via wire transfer.

## **10. ADDITIONAL INFORMATION ABOUT THE PRIZES**

The decision as to whether or not to build the winning Competition Submissions in real life, in part or on the whole, is at Sponsor's sole and absolute discretion. And if a winning Design is built, the nature and substance of the Design is at Sponsor's sole and absolute discretion. For the sake of clarity, there is no obligation whatsoever on the Sponsor, its Competition Parties, or any other Released Party, person or entity to produce the designs of the winning Submissions or any Submission. Even if a winning Design is produced, there is no obligation whatsoever on the Sponsor or any other entity to make it public or put it to use in any way. All decisions of the Sponsor in these regards shall be considered final and binding without right of appeal.

All Prizes must be accepted as awarded and are not transferable or assignable (except as may be specifically permitted by Sponsor in its sole and absolute discretion). No substitutions are permitted, except at Sponsor's option. Sponsor reserves the right, in its sole and absolute discretion, to substitute any Prize with a prize of equal or greater retail value.

Neither the Sponsor, the Competition Parties, nor any of the other Released Parties, will intervene in any dispute(s) regarding the Submissions among any individuals who may or may not have assisted in creating the Submission Materials or lay claim to ownership in the Submission Materials, in whole or in part.

**IMPORTANT NOTE:** Any Prize won by a Team will be equally distributed to each Eligible Entrant of such Team, as designated in the Team's Registration, subject to each Eligible Entrant completing all applicable winner confirmation procedures set out in Rule 13 below. The Competition Parties will not involve themselves in, and the Released Parties accept no obligation or liability in respect of, any decision regarding the subsequent distribution, allocation, use or misuse of any Prize or portion of any Prize. For certainty and the avoidance of any doubt, no Prize nor portion of any Prize will be distributed by the Sponsor to any member of a Team that is not an Eligible Entrant and listed in the Team's Registration.

## **11. ELIGIBLE WINNER SELECTION PROCESS FOR PRIZES ONE, TWO AND THREE**

## (A) Finalist Selection

During the Finalist Judging Period, a panel of judges (the “**Finalist Competition Judges**”) appointed by the Sponsor at its sole discretion will judge each eligible Submission submitted, on an anonymous basis, and assign a score (each, a “**Qualifying Score**”) to each Submission on the basis of the following weighted criteria (the “**Judging Criteria**”):

<b>Criteria</b>	<b>Weighting</b>
<b>Design</b> – Design concepts should incorporate functionality, sustainability and aesthetic appeal. A transferable and scalable design that could be replicated by other aviation schools across Canada is an asset.	25%
<b>Sustainability</b> – Design concepts should prioritize social, environmental, and economic sustainability in materials, building technologies and techniques. The jury is seeking a model of a sustainable flight school that could be replicated across Canada. The design needs to meet net-zero energy and carbon neutral performance targets.	50%
<b>Feasibility</b> – Design concepts must take into account Canadian weather and consider practical operational aviation considerations (E.g., ease of movement from the hangar to apron and access to charging/fueling facilities, practical cost/benefit consideration of design choices).	25%
<b>Total Score</b>	<b>Maximum 100%</b>

Each Eligible Entrant or Team (as applicable) whose Submission obtains one (1) of the top three (3) Qualifying Scores will be selected as an eligible finalist (a “**Finalist**”), subject to obtaining the Minimum Finalist Score. **An Eligible Entrant or Team (as applicable) will only be eligible to be selected as a Finalist if their Submission obtains a Qualifying Score of at least 70%** (the “**Minimum Finalist Score**”). For greater certainty and the avoidance of any doubt, if less than three (3) Submissions obtain the Minimum Finalist Score, then only the number of Eligible Entrants and Teams associated with Submissions that obtain the Minimum Finalist Score will be selected as a Finalist.

The odds of being selected as a Finalist depend on the number and calibre (based on the Judging Criteria and Minimum Finalist Score) of eligible Submissions received. In the event of a tie between two or more Submissions based on Qualifying Score, the Eligible Entrant or Team (as applicable) associated with the Submission – from amongst all such Submission that are tied – with the highest Qualifying Score on the Design criterion listed above (followed by the highest Qualifying Score on the Sustainability criterion, and followed by the highest Qualifying Score on the Feasibility criterion, in the event of a further tie) will be deemed to have obtained the higher Qualifying Score.

## (B) Winner Selection

During the Winner Selection Period following the selection of Finalists, each Eligible Entrant and one (1) or more member(s) of each Team selected as the Finalists must attend and present on the Finalist’s Submission at the Challenge live final presentation (the “**Final Presentation**”). The Final Presentation is scheduled to occur during the Sponsor’s Annual General Meeting on June 24, 2022 (the Sponsor reserves the right, in its sole and absolute discretion, to change this date and location for any reason upon notice to the Finalists). If unable to attend the Sponsor’s Annual General Meeting in person (for reasons related to the COVID-19 pandemic or otherwise), a virtual presentation via video-conferencing software will be

permitted. The time, format and other specifics of each Finalist's presentation at the Final Presentation will be determined by the Sponsor, in its sole and absolute discretion, and shared with each Finalist in advance of the Final Presentation. For certainty, to be selected as an Eligible Winner (defined below), a Finalist (either the Eligible Entrant or one (1) or more member(s) of the Team, as applicable) must attend and present at the Final Presentation.

During the Final Presentation and Winner Selection Period, a panel of judges (the "**Winner Competition Judges**") appointed by the Sponsor at its sole discretion will judge each eligible Finalist's Submission submitted, and assign a score (each, a "**Finalist Score**") to each Submission on the basis of the Judging Criteria above.

Each Finalist will be selected as an eligible winner (an "**Eligible Winner**"), assuming the Finalist attends and presents at the Final Presentation, as noted above. For certainty, an Eligible Winner may refer to an eligible winning individual or an eligible winning Team, as applicable. The Finalist whose Submission obtains the top Finalist Score will be deemed the Eligible Winner of the 1<sup>st</sup> Prize, the Finalist whose Submission obtains the second highest Finalist Score will be deemed the Eligible Winner of the 2<sup>nd</sup> Prize, and the Finalist whose Submission obtains the third highest Finalist Score will be deemed the Eligible Winner of the 3<sup>rd</sup> Prize. The odds of being selected as an Eligible Winner depend on the number and calibre (based on the Judging Criteria) of eligible Finalists. In the event of a tie between two or more Finalist Submissions based on Finalist Score, the Eligible Entrant or Team (as applicable) associated with the Submission – from amongst all such Submission that are tied – with the highest Finalist Score on the Design criterion listed above (followed by the highest Finalist Score on the Sustainability criterion, and followed by the highest Finalist Score on the Feasibility criterion, in the event of a further tie) will be deemed to have obtained the higher Finalist Score.

The list of the Finalists and Eligible Winners is determined solely and entirely by the Finalist Competition Judges and Winner Competition Judges, as applicable (collectively, the "**Competition Judges**") at their discretion. The Competition Judges' decision is final, without appeal, and cannot be contested in any way. The judging process is scheduled to end on June 24, 2022 ("**Winners Selection Date**") at the Sponsor's Annual General Meeting noted above.

## **12. ELIGIBLE WINNERS' NOTIFICATION PROCESS**

The Sponsor or its designated representative will make a minimum of four (4) attempts to contact the Eligible Winners (either the Eligible Entrant themselves, in the case of an individual Eligible Winner, or the applicable Team Representative, in the case of an Eligible Winning Team) via email, using the information provided in the applicable Registration, within three (3) business days of the Winners Selection Date. If an Eligible Winner cannot be contacted as outlined above, or if there is a return of any notification as undeliverable, then this Eligible Winner (and each member of the Eligible Winner's Team, if applicable) may, in the sole and absolute discretion of the Sponsor, be disqualified (and, if disqualified, will forfeit all rights to be a winner) and the Sponsor reserves the right, in its sole and absolute discretion and time permitting, to select an alternate Eligible Winner based on the judging process as described above.

## **13. ELIGIBLE WINNER CONFIRMATION PROCESS**

No one is a winner unless the Sponsor officially confirms them as a winner in accordance with these rules.



Before being declared a confirmed winner (a “**Winner**”), each Eligible Winner (or in the case of a Team, each member of the Eligible Winner’s Team) will be required to sign and return within five (5) business days of notification, the Competition Declaration and Release form, which, among other things:

- a) confirms compliance with these Rules.
- b) acknowledges acceptance of the applicable Prize (as awarded).
- c) releases the Released Parties from any and all liability in connection with this Competition, their participation within it, and/or the awarding and use/misuse of the applicable Prize or any portion thereof.
- d) confirms the granting of all rights necessary to construct their winning Submission Design, should the Sponsor and/or Competition Parties choose to in their sole and absolute discretion to do so.
- e) agrees to indemnify the Released Parties against any and all claims, damages, liabilities, costs, and expenses arising from use of the Submission Materials including, without limitation, any claim that the Submission Materials infringe a proprietary interest of any third party.
- f) agrees to the publication, reproduction and/or other use of their name, city and country of residence, voice, statements about the Competition and/or photos or other likeness without further notice or compensation, in any publicity or advertisement carried out by or on behalf of the Sponsor in any manner whatsoever, including print, broadcast or the internet.

**FOR THE SAKE OF CLARITY** If any Eligible Winner (or in the case of a Team, a member of the Eligible Winner’s Team) does any of the following, then such Eligible Winner may be disqualified (and will forfeit all rights to be a Winner) and the Sponsor reserves the right, in its sole and absolute discretion, to select an alternate Eligible Winner based on the judging process as described in these Rules. Eligible Winners may be disqualified if they:

- a) fail to return the properly executed Declaration and Release form within the specified time.
- b) cannot be (or are unwilling to be) declared a Winner, or cannot accept (or is unwilling to accept) the applicable Prize, for any reason.
- c) are determined to be in violation of these Rules (all as determined by the Sponsor in its sole and absolute discretion).
- d) were not eligible to enter this Competition.

#### **14. ELIGIBLE PRIZE WINNER ANNOUNCEMENT**

The confirmed Winners will be formally announced by the Sponsor once such Winners are confirmed in accordance with the procedures set out above.

#### **15. GENERAL CONDITIONS**

- a) Unclaimed Prizes may be forfeited and may not be awarded. Sponsor is not responsible for any change of email address, mailing address and/or other information supplied by Eligible Entrants. No Competition-related information will be returned.
- b) This Competition is subject to the applicable federal, provincial and municipal laws in Canada. The Competition is void where not permitted. The decisions of the Sponsor with respect to all aspects of this Competition are final and binding on all Eligible Entrants without right of appeal. ANYONE DEEMED BY THE SPONSOR TO BE IN VIOLATION OF THE SPONSOR’S INTERPRETATION OF THE LETTER AND/ OR SPIRIT OF THESE RULES FOR ANY REASON IS SUBJECT TO DISQUALIFICATION IN THE SOLE AND ABSOLUTE DISCRETION OF THE SPONSOR AT ANY TIME.
- c) The Released Parties will not be liable for: (i) any failure of any website, email or any platform during the Competition; (ii) any technical malfunction or other problems of any nature whatsoever, including, without limitation, those relating to the phone network or lines, computer online systems, servers, access providers, computer equipment or software;(iii) the failure of any

Submission, Submission Materials, or other information to be received, captured or recorded for any reason whatsoever, including, but not limited to, technical problems or traffic on the internet or at any website; (iv) any injury or damage to an Eligible Entrant's or any other person's computer or other device related to or resulting from participating in the Competition; (v) anyone being incorrectly and/or mistakenly identified as a Winner, Eligible Winner or Finalist; and/or (vi) any combination of the above.

- d) The Sponsor reserves the right to withdraw, amend or suspend this Competition (or to amend these Rules) in any way, in the event of any cause beyond the reasonable control of the Sponsor that interferes with the proper conduct of this Competition as contemplated by these Rules, including, without limitation, any error, problem, computer virus, bugs, tampering, unauthorized intervention, fraud or failure of any kind whatsoever. Any attempt to undermine the legitimate operation of this Competition in any way (as determined by Sponsor in its sole and absolute discretion) may be a violation of criminal and civil laws and should such an attempt be made, the Sponsor reserves the right to seek remedies and damages to the fullest extent permitted by law. The Sponsor reserves the right to cancel, amend or suspend this Competition, or to amend these Rules, in any way without prior notice or obligation, in the event of any accident, printing, administrative, or other error of any kind, or for any other reason whatsoever.
- e) The Sponsor reserves the right to adjust any of the dates, times and/or other Competition procedures stipulated in these Rules, to the extent deemed necessary by the Sponsor, for purposes of verifying compliance by any Eligible Entrant, Submission, Submission Materials and/or other information with these Rules, or as a result of any technical or other problems, or in light of any other circumstances which, in the opinion of the Sponsor, in its sole and absolute discretion, affect the proper administration of the Competition as contemplated in these Rules, or for any other reason.
- f) In the event of any discrepancy or inconsistency between the terms and conditions of these English Rules and disclosures or other statements contained in any Competition-related materials, including, but not limited to: the Competition website, point of sale, television, print or online promotion or advertising and/or any instructions or interpretations of these Rules given by any representative of the Sponsor; the terms and conditions of these Rules shall prevail, govern and control to the fullest extent permitted by law. The invalidity or unenforceability of any provision of these Rules shall not affect the validity or enforceability of any other provision. In the event that any provision is determined to be invalid or otherwise unenforceable or illegal, these Rules shall otherwise remain in effect and shall be construed in accordance with the terms as if the invalid or illegal provision were not contained herein.
- g) By entering this Competition, each Eligible Entrant expressly consents to the Sponsor, their respective agents and/or representatives, storing, sharing and using the personal information submitted for the purpose of administering the Competition. This section does not limit any other consent(s) that an individual may provide the Sponsor or others in relation to the collection, use and/or disclosure of their personal information.
- h) To the fullest extent permitted by law, all issues and questions concerning the construction, validity, interpretation and enforceability of these Rules or the rights and obligations of participants, Sponsor or any of the other Released Parties in connection with the Competition will be governed by and construed in accordance with the domestic laws of the Province of Ontario and the federal laws of Canada applicable therein, without giving effect to any choice of law or conflict of law rules or provisions that would cause the application of any other jurisdiction's laws. The parties hereby consent to the exclusive jurisdiction and venue of the courts located in Ontario in any action to enforce (or otherwise relating to) these Rules or relating to this Competition.

## Schedule “A” – Detailed Submission Requirements

### General Summary:

How can a flight school become a beacon of sustainable innovation in aviation? This design competition asks students to reimagine the Waterloo Wellington Flight Centre (WWFC) facility, one of the largest flight training units in Canada, as a model of social, environmental, and economic sustainability. Our jury is seeking inspirational ideas, exciting designs, and new directions towards a more sustainable future for the air transport training sector. This competition aims to spark a holistic rethinking of the aviation training sector as hubs for green innovation. And you can be part of it!

**Design Considerations:** Entrants are asked to incorporate the following design considerations.

The design calls for two (2) detached buildings:

- A two-storey high institutional building (“*Main Building*”) with a gross floor area of 3,000 m<sup>2</sup>. The *Main Building* should support current and future operations of WWFC which includes: an administrative office space for 30 administrative employees, hotelling office space for 60 flight instructors, flexible teaching space to provide four 30-seat classrooms, a 120-seat amphitheater, a flight dispatch area, four flight simulator bays (25m<sup>2</sup> each), an inspiring student space, a bookstore, storage, food service or restaurant, and building service areas.
- A hangar (“*Hangar*”), with a gross floor area of 1500 m<sup>2</sup> - about 700 m<sup>2</sup> of which should be conditioned space.

The overall design needs to meet net-zero energy and carbon neutral performance targets taking into account the local climate. These targets can be met through the integration of:

- High performance envelope, passive strategies and sustainable materials.
- Active strategies and technologies (e.g., LED lighting, air- and/or ground source heat pumps), and energy efficiency measures.
- Rooftop photovoltaic and/or building-integrated photovoltaic.
- Integration of electric charging stations and electric storage for electric vehicles (EV) and electric aircraft (EA) is highly encouraged.

To support sustainability in aeronautics, consider a transferable and scalable design, using existing construction practices, that could be replicated by other aviation schools across Canada or internationally. In addition, economic sustainability should be considered in regards to long term operation. There is no specific site, but the assumed site would need to accommodate aviation infrastructure, including the Main Building, the Hangar, groundside access and vehicle parking, apron for 35 flight training aircraft, fueling/charging facilities and airside connections to the airport taxiway network. Successful designs should also consider the safe and efficient movement of flight training aircraft, practicality of operations (e.g., hangar access, logically planned aircraft parking, etc.), and constraints as a result of the facility’s obligations as a Transport Canada-certified airport.

For building performance analysis, the meteorological weather file can be found at:

[https://climate.onebuilding.org/WMO\\_Region\\_4\\_North\\_and\\_Central\\_America/CAN\\_Canada/ON\\_Ontario/CAN\\_ON\\_Region.of.Waterloo.Intl.AP.713680\\_TMYx.2004-2018.zip](https://climate.onebuilding.org/WMO_Region_4_North_and_Central_America/CAN_Canada/ON_Ontario/CAN_ON_Region.of.Waterloo.Intl.AP.713680_TMYx.2004-2018.zip)

### Submission Requirements:

Submission must be in English and conform to the instructions provided below.

Entrants are asked to provide a **zip file** containing a submission document of maximum 15 pages (tabloid or A3 size in pdf format) which includes high resolution visuals (min. 300 dpi) and descriptive text. The submission document should highlight the main design features of the project in a concise and comprehensive way, and explain how the design enhances sustainability (social, environmental and economic) and supports the typical functions of a flight school.

In addition, entrants must sign and return with their Submission a Declaration and Release form confirming their consent and agreement for their design to be used:

- i) as “open source” material on the WISA website, available to be viewed, copied, downloaded and otherwise used by the public, to support broader aeronautical sustainability in flight training schools, and
- ii) in print, online media, and as otherwise required by the Sponsor.

- Submissions must include: **Title page of project** (1 page maximum), including:
  - o Title
  - o High-level description outlining how your proposal meets the provided criteria as well as key innovations (max. 500 words).
  - o Name of the individual entrant or each team member (as applicable), Team Representative (as applicable), preferred pronouns, university or professional affiliations.
- **Design proposal** (15 pages maximum), incorporating the Design Considerations above, including:
  - o Written overview of design concept
  - o Image 1: Conceptual site plan to scale that shows how the entire site is organized and buildings are integrated to facilitate flight school operations. A graphic scale must be provided. Suggested metric site plan scales include: 1:500, 1:1000 or 1:2000.
  - o Image 2: A 3D rendering of the Main Building
  - o Image 3: A 3D rendering of the Hangar
  - o Image 4 & 5: Main Building plans to scale. A graphic scale must be provided. Suggested metric site plan scales include: 1:150 or 1:200.
  - o Up to 5 additional images: Elevations, sections, details, perspectives, or conceptual drawings of key features and systems of the overall design. Include graphic scales or key dimensions where appropriate.
- **Optional Media**
  - o Up to 2 90-second max high-res video (.mp4) that further illustrates design; or, up to 2 GIFs that illustrate or support design.

## **Frequently Asked Questions:**

### **What should I do if I encounter problems with the online submission?**

Please contact us at [env-wisa@uwaterloo.ca](mailto:env-wisa@uwaterloo.ca) and we will be happy to help. Note that we are available during office hours, 9 am to 5 pm, Eastern Standard Time and will make every effort to respond promptly. We will assist with any legitimate difficulties that are flagged to us before the close of the submission deadline to ensure that your project can be submitted and considered for the awards. Please provide screenshots or other documentation so that we can more effectively troubleshoot any issues. As

a first step, we encourage you to double-check your file sizes as detailed below, as files that exceed the total attachment size limit of 100 MB will not be received.

**What is the required image resolution?**

Images should have a minimum resolution of 300 dpi.

**Are there any page size requirements for the 15-page submission document?**

There are no requirements but we anticipate entrants may want to use tabloid or A3 (11 x 17) as it nicely accommodates drawings.

**What is the maximum file size for videos?**

Videos should not be longer than 90 seconds each. However, if the file size is too large, you can submit an unlisted video link. Please do not place any password restrictions on videos.

**Are there specific file formats for the submission files?**

Please submit a ZIP file containing all of your submission files.

Image format: JPG/JPEG

15-page submission document format: PDF

Video format: MP4. The video aspect ratio should be 16:9.

Animated Images format: GIF

The maximum file size (per file): 6 MB

**Is there a specific site or location for the Main Building and Hangar?**

We do not have a predetermined site. Note that all concepts should be appropriate to Canada and its four-season weather, including snow and wind.

**Will submitted content be viewed digitally or will submissions be printed?**

Our jury will be using an online platform to view and judge all the submissions and will only print the materials at their discretion. To exhibit the winning entries, we anticipate using primarily digital platforms but may do a physical exhibition (We will contact winning entrants for any further format or delivery required.)

**Does supporting text for the images have a maximum word count?**

Image descriptions should be a maximum of 150 words (900 characters).

**Can the project files be submitted through multiple submissions, or must it be all submitted in a single submission?**

The submission must be completed through a single zip file upload that includes all images and files that do not exceed the limit of 100 MB. Videos can be submitted as unlisted video links in the PDF if the file is too large.

**Will submissions be judged anonymously or will team names be known to judges?**

Each entry will be assigned a unique entry ID (alphanumeric) upon submission. Jury members will only see the unique entrant ID along with the project name, not the names of the entrants, during the finalist scoring process. Please do not include the team names within documents or watermark images.

**May I contact the jury members for additional information?**

Entrants are not allowed to directly contact jury members regarding the competition. For any further questions, please correspond with competition administrators at WISA via [env-wisa@uwaterloo.ca](mailto:env-wisa@uwaterloo.ca) and we will be happy to help.