

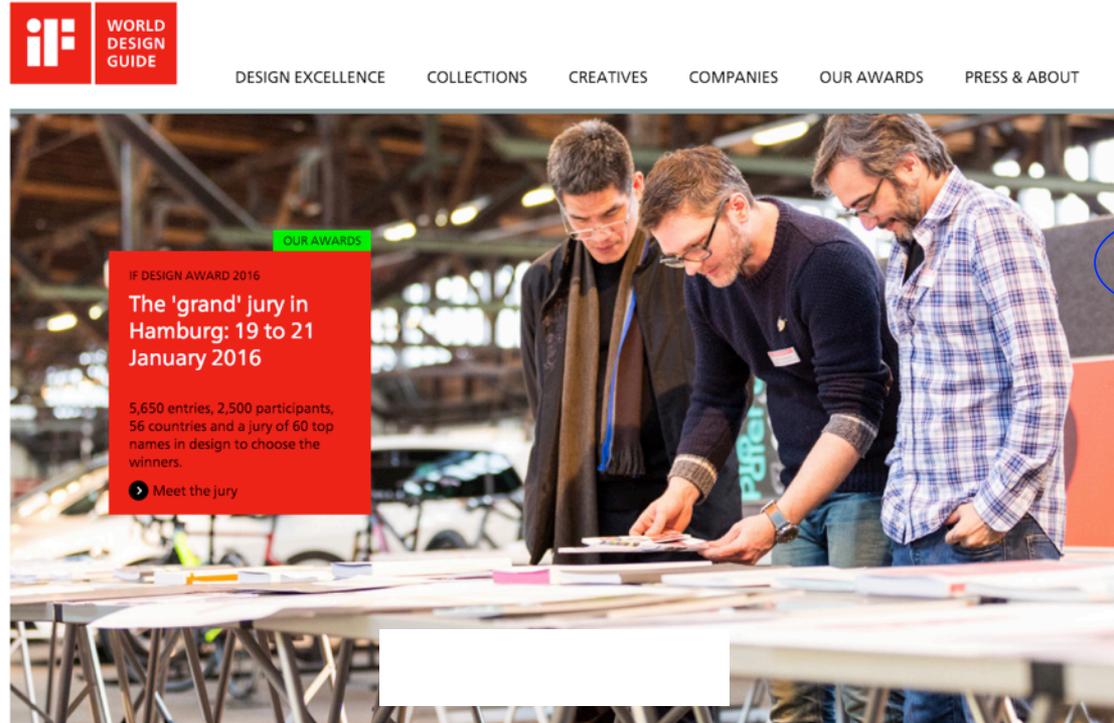


# TAIPEI CYCLE d&i awards 2016

## Registration Guidelines

## Step 1: Create a user account

1-1 Enter the iF website at [ifworlddesignguide.com](http://ifworlddesignguide.com) and click on the my iF icon.



## Step 1: Create a user account

1-2 If you do not have an iF account, please click CREATE NEW ACCOUNT; if you already have an account, please use the existing account to login to my iF.



### Login

YOU ALREADY HAVE A MY iF ACCOUNT?

Login now:

Username:

Password:

[▶ LOGIN](#)

[Forgot your password?](#)

YOU DON'T HAVE A MY iF ACCOUNT?

Participation: awards and iF WORLD DESIGN GUIDE

[▶ CREATE NEW ACCOUNT](#)

## Step 1: Create a user account

1-3 Please provide your personal information in English (the contact info of the user of the account).

### My User Account

Create your personal my iF Account.

Fields marked with an asterisk (\*) are mandatory.

CONTACT ADDRESS	
Company: *	<input type="text"/>
	<input type="text"/>
Division:	<input type="text"/>
Salutation: *	Please select ... <input type="button" value="v"/>
First name: *	<input type="text"/>
Last name: *	<input type="text"/>
Street: *	<input type="text"/>
	<input type="text"/>
ZIP: *	<input type="text"/>
City: *	<input type="text"/>
Country: *	Please select ... <input type="button" value="v"/>
Phone (direct dial): *	<input type="text"/>
Mobile:	<input type="text"/>
Fax:	<input type="text"/>
Email: *	<input type="text"/>
Internet:	<input type="text" value="http://"/>

#### HINT

Your contact address will automatically be used as invoice address.

In case you wish to enter a differing invoice address and/or customer address, you can do this within the appropriate areas below

## Step 1: Create a user account

1-3 Please provide your personal information in English (the contact info of the user of the account).

INVOICE RECIPIENT	
	<input type="checkbox"/> Differing from your contact address
PRESS CONTACT	
	<input type="checkbox"/> Differing from your contact address
MARKETING CONTACT	
	<input type="checkbox"/> Differing from your contact address
ACCESS DATA	
Username:	<input type="text"/>
Password:	<input type="password"/>
Repeat password:	<input type="password"/>
<input type="button" value="▶ CREATE ACCOUNT"/>	

### HINT

After creating your user account, you can use this login data, to login into my iF and submit your entries and create your profile.

## Step 2: Submit an entry

2-1 After setting up an account, please find TAIPEI CYCLE d&i awards 2016 and click PARTICIPATE to fill in the application form. For more information, please click LEARN MORE.



**my if** HOME AWARD PARTICIPATION ▾ PROFILE ▾ HELLO, KIMBERLY ▾ 

### Welcome, Kimberly

You are logged in as Kimberly Liu | kimberly.liu@ifdesign.tw | IF DESIGN ASIA Ltd.

#### Your next steps for award participation

Ready for registration:	0 Entries
Incomplete:	4 Entries <a href="#">▶ COMPLETE</a>
Already registered:	2 Entries <a href="#">▶ SHOW OVERVIEW</a>

Awards now open for participation:

[All Awards](#) [For professionals](#) [For students](#)

Award for professionals



[▶ PARTICIPATE](#) [▶ LEARN MORE](#)

Award for professionals



[▶ PARTICIPATE](#) [▶ LEARN MORE](#)

Award for professionals



[▶ PARTICIPATE](#) [▶ LEARN MORE](#)

### New: Your profile in the iF WORLD DESIGN GUIDE

You don't have a profile in the iF WORLD DESIGN GUIDE by now. Creating one takes just a few steps:

[▶ BOOK YOUR PROFILE NOW](#)

### Who can create a profile?

Anyone that fits to our profile types we offer:

- Companies
- Design Studios
- Design Shops
- ...

[▶ LEARN MORE](#)



# Registration for the TAIPEI CYCLE d&i awards 2016

## Step 2: Submit an entry

2-2 Please fill in basic information, tick the box to agree to our terms and conditions and press SAVE AND PROCEED.

Fields marked with an asterisk (\*) are mandatory.

We are exhibitors at the TAIPEI CYCLE Show 2016

Booth number:

We are a member of TBA

We are companies established after 1st January 2012

Unified business No. (Taiwan company only)

### Info about further entry details

You can save images, texts and addresses on a later date. Please note however, that the entry qualifies for admittance to the jury only with complete image and texts.

### ENTRY DATA

Entry name: \*   
e.g. P44 neo, max. 25 characters

Type of entry (german): \*   
e.g. Zierbeschlag, max. 30 characters

Type of entry (english): \*   
e.g. ornamental fitting, max. 30 characters

Category: \*

### ADDITIONAL INFO

Original product size: \*   
L x H x W (cm)

Original product weight: \*   
KG

Sales price: \*   
US\$

\* We hereby acknowledge the [General Terms and Conditions](#) as well as the [Conditions of participation of the TAIPEI CYCLE d&i awards 2016](#).

 SAVE AND PROCEED



## Step 2: Submit an entry

2-3 Your entry is saved as draft now. To register your entry, please tick the two boxes to confirm your knowledge of registration fee, service charge if awarded, and to accept terms and conditions of the Taipei Cycle d&i Awards 2016. And click PARTICIPATE WITH COSTS NOW for your participation.

Your entry has been saved

## My entry for the TAIPEI CYCLE d&i awards 2016

### ENTRY DATA

Entry name:	"123"
Type, German:	123
Type, English:	123
Category:	03. Peripherals + Accessories
Entry submitted as:	Physical

### PARTICIPATE WITH YOUR ENTRY NOW ...

- I hereby acknowledge the registration fees and fees for award winners. \*
- I hereby acknowledge the [Terms of Participation of the TAIPEI CYCLE d&i awards 2016](#) and the [general terms and conditions](#). \*
- PARTICIPATE WITH COSTS NOW

### ... OR COMPLETE ENTRY DETAILS FIRST.

Edit and complete your entry via the entry overview.

- COMPLETE YOUR ENTRY
- CREATE NEW ENTRY

## Step 3: Edit entry data

3-1 Please upload 1-2 images, no words should be added.

✓ Basic   ✗ Images   ✗ Description   ✗ Addresses

Fields marked with an asterisk (\*) are mandatory.

### IMAGES FOR THE IF ONLINE EXHIBITION

Image 1 \*

Not supplied yet

Image 2

Not supplied yet

### NEW IMAGE FILE

New image file:

未選擇任何檔案

#### Info

The images are used for:

EVALUATION OF ENTRIES  
- Admission to the award  
- Additional information for the jurors

PRESENTATION OF  
AWARD-WINNING ENTRIES  
- IF online exhibition  
- IF press releases

#### Info

Image size: 1536 pixels min. edge lengthy  
Max. 15 megapixel

Aspect ratio: Landscape, 4:3

File size: max. 5 MB

File format: JPG

Color mode: RGB

The uploaded images will be converted for the different display purposes. Aspect ratio will not be touched.

[Hints & tips for entry descriptions and images](#)

### Step 3: Edit entry data

3-2 Please provide up to 650 characters of description (space and punctuations included).

- Basic    Images    Description    Addresses

Fields marked with an asterisk ( \* ) are mandatory for adjudication.

#### DESIGN STATEMENT

Describe your entry. What is it for? What problem does it solve? What is the benefit for the user? Why should the jury award it? What makes it special compared to similar entries?

English \*

Max. 650 characters, used: 0 / 650

German

Max. 650 characters, used: 0 / 650

#### Info

The text is used for:

- EVALUATION OF ENTRIES**  
- Admission to the award  
- Additional information for the jurors
- PRESENTATION OF AWARD-WINNING ENTRIES**  
- iF online exhibition  
- iF press releases

 SAVE DESCRIPTION

### Step 3: Edit entry data

3-3 Please click the combobox, choose the address, tick as design address / as manufacturer, and click ADD to add address. Please note that both manufacturer and design address are mandatory. You can use the CHANGE button to add Responsible Designer.

✓ Basic   ✓ Images   ✓ Description   ✗ Addresses

ASSIGN ADDRESS FROM YOUR MY IF ADDRESSBOOK

Select address

Please select ...

as design address  
or  
 as manufacturer/client address

➤ ADD

#### Info

Please enter here the name and address of design and manufacturer/client.  
Both address data are mandatory.

In your **my if addressbook** you can alter existing addresses and add new addresses.

➤ NEW ADDRESS



MANUFACTURER

iF DESIGN ASIA Ltd.  
Taipei  
Taiwan

➤ CHANGE

DESIGN 1

iF DESIGN ASIA Ltd.  
Taipei  
Taiwan

Responsible Designers:

➤ CHANGE



Responsible designers

Max. 150 characters, used: 0 / 150

## Step 4: Submit your entry

4.1 If you haven't submitted your registration form in step 2-3, when all necessary information are provided, the button 'REGISTER NOW' turns to red, click it to go to preview of submission.

4.2 Please tick the boxes to agree to our Terms and Conditions. Submit your entry by clicking PARTICIPATE WITH COSTS NOW. To edit your entry information, please click EDIT ENTRY.

Your entry is not registered yet.

[REGISTER NOW](#)

↓

ENTRY DATA

"123"

Description, German:

Type, English: 123

Description, English: test

Category: 03. Peripherals + Accessories

Form of submission: Physical



**PARTICIPATE WITH YOUR ENTRY NOW**

I hereby acknowledge the registration fees and fees for award winners. \*

I hereby acknowledge the [Terms of Participation of the TAIPEI CYCLE d&i awards 2016](#) and the [general terms and conditions](#). \*

[PARTICIPATE WITH COSTS NOW](#)

[EDIT ENTRY](#)

## Step 4: Submit your entry

4.3 You will then receive a confirmation letter with your entry-ID 313-xxxxxx included. You will receive invoices only after submission.

## Confirmation of entry

Confirmation of entry for the TAIPEI CYCLE d&i awards 2016

Dear Ms. Kimberly Liu,

Thank you for your application for the TAIPEI CYCLE d&i awards 2015, which we confirm here with:

Entry-ID: 313-177555

Category: 03: Peripherals + Accessories

Product Name: 123

Please quote this entry-ID in all your correspondence as well as on any deliveries and product or packaging labels, since otherwise your entry cannot be referenced.

### ENTRY DATA

Please make sure that all needed information concerning your product was supplied, including the descriptive texts and pictures, updates can be made until 19 Dec 2015 in my iF / Entry overview / Entry details. Please note however, that the entry qualifies for admittance to the jury only with complete image and texts.

### PAYMENT

We will send you an invoice for the registration fee payable by wire transfer only. You may cancel your registration free of charge within 14 days from the date of registration by sending a written cancellation notice to: kimberly.liu@ifdesign.tw. After this date 100% of the registration costs per relevant entry will be raised as a cancellation fee.

### ENTRY DELIVERY

Please be reminded that your competition entry needs to be sent to the following address between 15 Dec 2015 and 2 Jan 2016.

TAIPEI CYCLE d&i awards 2016

Entry-ID: 313-xxxxxx Category no.: xx

Kuehne+Nagel Ltd., Taiwan

Attn: Mr. David Tseng

5F, No. 219, Sec. 3, Nanking East Road,

Taipei 10488, TAIWAN

P.: +886.2.2544.5114

E-mail: david.tseng@kuehne-nagel.com

Registrations to category 01. Bicycles and 04. E-bikes + Pedelecs will automatically be seen as "self-assembly" and "self-dismantling" entries. Registrants are responsible for delivering the entry/entries to the jury venue directly and pick up the entry/entries from the jury venue after the jury day.

### TERMS AND CONDITIONS

With your online application you acknowledge the conditions of participation, as well as dates, prices and general terms and conditions.

For more information, please click on the following links:

English: [http://www.ifdesign.de/organized\\_taipeicycle\\_index\\_e](http://www.ifdesign.de/organized_taipeicycle_index_e)

Chinese: [http://www.ifdesign.de/language\\_chinese\\_e](http://www.ifdesign.de/language_chinese_e)

## Step 5: Track your entry

5-1 You can track your entry status by clicking AWARD PARTICIPATION / ENTRY OVERVIEW in 'my iF'. Please click ENTRY DETAILS to update your entry and upload images. Entry information can be edited until 18<sup>th</sup> December. °



HOME

AWARD PARTICIPATION ^

PROFILE v

HELLO, KIMBERLY v



IF DESIGN | DEUTSCH

My participations

- > ENTRY OVERVIEW
- > HISTORICAL ENTRIES

### Entry overview

Show: All entries v

#### IF STUDENT DESIGN AWARD 2016 (Open for registration)

Status	Entry ID ^	Entry	Next steps
✓	310-4-174094	test test Interior Architecture - 4.00 Interior Architecture	1 ENTRY DETAILS
✓	310-1-174299	test test Product - 1.02 Sports / Leisure	1 ENTRY DETAILS
		NEW ENTRY	

#### TAIPEI CYCLE d&i awards 2016 (Open for registration)

Status	Entry ID ^	Entry	Next steps
✓	313-177555	123 123 03. Peripherals + Accessories	1 ENTRY DETAILS
		NEW ENTRY	

# FAQ

- How do I update data? Why can't I change the category?

Please go back to my iF / Entry overview to update your data. If there is data you cannot update, please send an email to the iF team for assistance.

- When do I have to pay? How do I pay? Can I pay by credit card?

Please transfer the registration fee after receiving the invoice. We do not accept credit card payments. Please indicate your customer no. and invoice no. on your remittance slip or send us a copy of your remittance slip later on.

- Is there any reminder regarding entry shipment? Can I send several products in one package?

Please pack it in reusable packaging that can ensure the product arrives intact. You may send several products in one package, please clearly mark every entry-ID on the OUTSIDE of the packaging.

- Why can't I receive email from iF?

Please make sure that the contact information provided in my iF / my user profile is correct. Or that your firewall has been turned on and blocks our email(s) to you.

# Reminder

- If you can't explain completely the characteristics of your product due to character count limit, you may prepare a poster no bigger than A1 size with image(s) and text(s) and send it with your product to the designated address.
- Please avoid using translation software(s) to translate your text.
- Entries to Category 01 Bicycles and Category 04 E-bikes + Pedelecs are required to be delivered to and picked up from jury venue by the participants before the jury session. A bicycle rack is also required. We will send you the information of the time and location for self-assembly / self-dismantling by email.
- If you hand in a model for the jury session, please make sure the finish and the quality of the model is close to the final product.
- You may register your products as a "series" if several entry products share a common design language.
- If you would like us to present your product in a certain way, please send a photo to us which shows how your product should be presented. We will try our best to present the product as you wish.



We look forward to your participation and hope your product can win the awards! If you have any questions, please contact:

Kimberly Liu | Amber Tung

[kimberly.liu@ifdesign.tw](mailto:kimberly.liu@ifdesign.tw)

[amber.tung@ifdesign.tw](mailto:amber.tung@ifdesign.tw)

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