

Description	N/A	✓	Notes
5. Only interview the architects who have been short-listed;			
6. Not consider sketches or other design work if such material is presented during the interview. At this early stage, architects will not yet have engaged in the essential interaction between architect and client that must precede the development of a valid design solution;			
7. Not discuss the architects' compensation during these interviews;			
8. Discuss in advance with each short-listed architect what presentation facilities they may require and confirm whether the interview room has adequate requirements (can be blacked-out, projector screen, internet connection or other);			
9. If possible, provide two similar interview rooms so that one group can set up equipment while another group is being interviewed;			
10. Schedule 45 minutes for each architect's presentation, questions and answers, with 15 minutes between interviews, which allows time for the interview committee to discuss their initial impressions privately before the next interview begins;			
11. Schedule all interviews on one day (or on consecutive days, if that is not possible) to assist the committee to achieve its objective of comparing all presentations consistently and fairly.			