

# Awards

## Important Awards Submission Information 2021

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### Submission of entries

1. Entry is free.
2. Deadline for entries is **23:59 on Tuesday 1 June 2021**.
3. Entries must include a completed entry form. If you are entering more than one award, you must complete a separate entry form for each award entry.
4. Entries must have been active or completed in Financial Years 2019/20 or 2020/21.
5. Entries must clearly explain how the submission meets the criteria and will be judged not exceeding the maximum specified 1,000 word limit.
6. All entry submissions must be in PDF electronic format, and submitted using the online form, which can be found here:

<https://www.ciht.org.uk/about-us/uk-nations-regions/west-midlands/west-midlands-awards/>

*Handy Tip: Entries should provide a brief synopsis at the beginning of the submission. Please ensure that you have clearly explained how your entry meets the criteria by using section headings to match each of the criteria.*

7. Only PDF electronic copies will be accepted.
8. Entries may be accompanied by up to three letters of support. For example from a user, beneficiary or colleague.
9. Entries may be accompanied by supporting material (e.g. illustrations, plans or results of monitoring studies, any videos must be sent with a link) in electronic format, but these will be viewed at the judge's discretion.
10. Entries can be submitted for a specific project or a range of complementary elements.
11. Judges must be allowed reasonable access to request further information.
12. The same project can only be submitted for one award category.

## **Eligibility**

13. Companies cannot enter award categories they sponsor. However, projects which are created by a joint venture will be accepted providing that the sponsor is not the lead organisation

## **Judging**

14. To assist entrants and judges, all West Midlands CIHT awards have criteria that are allocated marks against which entries will be scored. Some criteria are weighted more heavily; allocated marks appear in brackets. It is not necessary for the entry to meet all of the specified criteria; however entries will not/cannot receive full marks if they do not provide evidence covering all criteria.
15. Entries will be assessed by two independent judges.
16. A shortlist of entries will be published in early June 2021. Following this, the judging panel for each award may request further information from short-listed entrants.
17. Winners of the CIHT West Midlands Awards 2021 will be announced at a CIHT West Midlands Virtual Awards Event to be arranged in July 2021 and details published through a variety of media platforms.

## **Use of submission material**

18. All material submitted will be treated as available for publication in awards related articles within promotional materials developed for the Awards, unless otherwise copyright protected.
19. Entrants to the Awards may be invited to present their projects at future events.

## **The six West Midlands CIHT Award Categories for 2021 are**

Best Large Project Award  
Best Small Project Award  
Best Innovation Award  
Emerging Professional Award  
Collaboration Award  
Environment and Sustainability Award