

Submission Information

Submission of entries

1. Entry is free.
2. Deadline for entries is 23:59 on 28th September 2018.
3. Entries must include a completed entry form. If you are entering more than one award, please complete a separate entry form for each award.
4. Entries must clearly explain how the submission meets the criteria specified; submissions will be accepted over the specified word limit but will be judged on the admissible length only. The document should be in electronic format and sent by e-mail.

Handy Tip: Entries should provide a brief synopsis at the beginning of the submission.

5. Only electronic copies will be accepted.
6. Entries may be accompanied by at least one letter of support. For example, from a user, beneficiary or colleague.
7. Entries may be accompanied by supporting material (e.g. illustrations, plans or results of monitoring studies) in electronic format, but these will be viewed at the judge's discretion.
8. Judges must be allowed reasonable access to request further information.

Judging

9. To assist both entrants and judges, all 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 the specified criteria; however, entries will not/cannot receive full marks if they do not cover all criteria.
10. Entries will be assessed by independent judges drawn from the CIHT East Midlands Committee.
11. Winners of the CIHT East Midlands Awards 2018 will be announced at the CIHT East Midlands Awards Dinner on Friday 26th October 2018 and details published through a variety of media platforms.

Use of submission material

12. 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.
13. Entrants to the Awards may be invited to present their projects at future events.