



## EAST MIDLANDS CHAMBER 2018 BUSINESS AWARDS

### ENTRY GUIDELINES

Thank you for entering the East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) Business Awards 2018. Before completing your application form please read these entry guidelines carefully. Failure to do so may result in an invalid entry.

#### **Guidelines**

- The East Midlands Chamber Business Awards are free to enter and only open to members of the East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire). Entries are treated in confidence but will be shared with a select group of individuals for judging purposes.
- Entries must be sent electronically via email to [business-awards@emc-dnl.co.uk](mailto:business-awards@emc-dnl.co.uk) and saved as a word document.
- Supporting information is not permitted unless it forms part of the entry document. A maximum of five attachments (e.g. tables, graphs or photos) may be included with the entry form. These attachments must be image files (jpg, gif, png or tif) and must not exceed 5MB in total. Any attachments that exceed the permitted allowance or exceed the permitted file size will be deleted.
- Please be aware that any web links used within your entry will not be activated by the judges. Supplementary information may be requested and entrants may be asked for staff or customer testimonials. The judges' decision is final and no further correspondence will be entered into.
- Financial information **will** be required should you be successful with your application and be selected to go forward into the Regional and National awards (organised by the British Chambers of Commerce (BCC)). Financial information may also be helpful in supporting an application into any category where you are trying to demonstrate growth. If you are unable to provide financial details for the company as a whole then details relevant to your department will suffice.
- Successful applicants in the following categories will go on to contest the British Chambers of Commerce Regional finals, and if successful again, National awards:
  - Business Improvement Through Technology
  - Employer of the Year
  - Skills and Employability Award
  - The Social Impact Award
  - Excellence in International Trade
  - Outstanding Growth Performance
  - Excellence in Customer Service

Finalists Event – All award entrants will be invited to attend the prestigious Presidents Summer Celebration where the Chamber will reveal the finalists across Derbyshire, Nottinghamshire and Leicestershire.

- Applicants must be authorised to enter their organisation into the awards programme. Entry into more than one category is permitted.
- All entries will be acknowledged on receipt (proof of sending entry is not proof of receipt).
- Please ensure that all submitted entries are final. The Chamber will not check applications for completeness or validity.
- You will be asked to provide a 150 word overview in your application – this overview will be sent ahead to the judges should you be successful in your application. It will also be used in marketing activity such as event programmes and finalist videos. Please make sure you are happy with the content when submitting the entry as the Chamber will not be responsible for correcting errors.
- Please be aware that some sponsors involved in the judging process may wish to conduct site visits. In the event that sponsors make this request, we will provide the entrants details so that sponsors may make contact and arrange a convenient appointment for both parties.
- The Chamber reserves the right to withdraw an award from any applicant supplying false information within their entry.

Any entrant wanting support or advice in completing their award application, should contact the Chamber Awards Team on 0333 320 0333 – option 2.

The deadline for entries is **5pm on Friday 18 May 2018.**