

## IHE Mercia Branch Awards Entry Rules and Guidelines

Please read the following information carefully, should you require any further information or clarification then please contact the Event Co-ordinator Nick Newton ([nick.newton@amey.co.uk](mailto:nick.newton@amey.co.uk)).

### Entry Rules

- All entries must be submitted in full to [nick.newton@amey.co.uk](mailto:nick.newton@amey.co.uk) by **17:00 on 17<sup>th</sup> February 2017**. Entries received after this date will not be considered;
- Entries must relate to a project, initiative, scheme, company or product that has been either established, designed, or used within the Mercia Branch region (map included in Appendix A);
- Receipt of your entry will be confirmed by email and you will be advised of your entry reference number – which must be quoted on all correspondence;
- Any product, scheme or initiative can only be entered for one category. The judges reserve the right to change the category entered should they deem it necessary. The entrant will be advised if a change in category is made;
- Each entry should consist of :
  - Completed entry form with all criteria filled in;
  - Supporting documents (maximum of 5) which are no larger than 1mb in size each;
- All files must be attached and sent in one submission, so please check that all your files have attached successfully. Incomplete entries will not be considered;
- Short listed entrants will be announced by **10<sup>th</sup> March 2017** and will be published on the IHE Website and IHE Mercia Branch web page;
- The Judging Panel's decision will remain **final** and correspondence will not be entered into relating to the judging process, unless instigated by the Judging Panel;
- All shortlisted entries will need to be represented at the awards ceremony and dinner which will be held at the Birmingham Conference Centre, The Holiday Inn Hotel, Smallbrook, Queensway, Birmingham on 20<sup>th</sup> April 2017. There is a

minimum booking of four seats at £55 per seat for shortlisted entries or a full table of 10 can be purchased for a discounted price of £530 per table; and

- Winners will be announced at the awards ceremony & dinner on **20<sup>th</sup> April 2017**.

## **Entry Guidance**

To ensure that you submit the correct information, please carefully read each of the bullet points in the criteria for the category entered.

Guidance notes:

- Incomplete entries will **not** be accepted;
- The project entered must be either in the Mercia Region or have been undertaken by a project Team based in the Mercia Region
- Entries are welcome to submit a short video (maximum 4 minutes) of the entry and upload this onto Youtube. The link to this video can then be shared on the entry form and the winning entry of each category may be shown at the awards evening;
- Remember to be succinct – make sure your entry has impact;
- **Please do not submit brochures or marketing material as this will not be considered for judging;**
- Products can be entered into **one category only;**

Key items to include are:

- Details of any testing carried out (supplemented by the relevant results) that indicate the effectiveness of the entry;
- Proof of measurement and success;
- Consultation processes are also important – please give full details and examples of how these were addressed;
- The benefits of the product / service that you are entering – explain the difference that you have made;
- Before and after photographs, technical diagrams are also a powerful demonstration and can be submitted as part of the supporting information;

- Any statistics that demonstrate the performance after installation / introduction;
- Details of professional accreditations;
- Demonstrate the value of the benefits gained by using the authority / company / scheme / product / system / service or initiative;
- Industry references that support your entry.

## Judging Process

ALL completed applications will be judged on:

- The impact and/or quality that the product, initiative or scheme has had on traffic, transport and highways related industry within the Mercia Branch region (see map in Appendix A);
- Clear demonstration that the entry meets the required elements of the criteria for the category entered.

The judging process is made as fair as possible while at the same time being simple and clear for each judge to follow. Judges will review the entry form and completed criteria and individually score these for each entry using the scoring system below.

The table below outlines the scores.

Score	Term	Typical Characteristics
0	Unacceptable	No response or extremely limited response. Show limited understanding or inappropriate understanding of required response
1	Poor	Limited response. Is lacking in a significant proportion of required response
2	Satisfactory	Reasonable response. Demonstrates reasonable understanding or approach to criteria
3	Good	Demonstrates high standard and exceeds in one or two respects of criteria
4	Very Good	Demonstrates very good standard of response and exceeds in a number of respects of criteria
5	Excellent	Extemporary response, exceeds expectation in all respects of criteria

The entries with the highest scores in each category then go through to the next judging stage. Usually the 4 or 5 highest scoring entries go through and these are all

discussed at a meeting with all the judges present. The judges will then meet to discuss the scores and will decide the short list and the ultimate winner of each category.

### Appendix A – Map of Mercia Branch Region

