

24th January 2012  
The ICC, Birmingham, UK

[www.hrdistinctionawards.com](http://www.hrdistinctionawards.com)



## ➤ Awards Ceremony

### **When and where will the awards be held?**

**24th January 2012** from **18:40** at:  
The ICC  
Broad Street  
Birmingham  
B1 2EA England

### **What is the dress code for the awards?**

The award ceremony is strictly black tie – only.

### **What time will the award ceremony begin?**

The award ceremony will commence at 18:40.

### **Do I need to buy a ticket to attend the awards?**

If you would like to attend the awards you will need to book a ticket to attend. Award tickets are priced at £150 + VAT and service charge. To register to attend today click here: [www.hrdistinctionawards.com/booking.asp](http://www.hrdistinctionawards.com/booking.asp)

### **What is the format for the event?**

18:40: Drinks Reception  
19:30: Gala Dinner  
21:00: Presentation of Awards  
22:00: Close of ceremony

## ➤ Shortlisted companies

### **If shortlisted for an award, are we required to purchase tickets?**

All shortlisted companies will be required to purchase a ticket to attend. Award tickets are priced at £150 + VAT and service charge. To register to attend today click here: [www.hrdistinctionawards.com/booking.asp](http://www.hrdistinctionawards.com/booking.asp)

### **Do award winners need to give a speech or presentation?**

A brief speech of up to 5 minutes will need to be given.

### **Are award winners required for any activities once they have received the award?**

Once the award winners have received the award, they will be required to participate in a brief interview conducted with a member of WTG staff.

### **Will the awards be filmed?**

Yes, the award ceremony will be filmed.

### **What if I cannot attend but I have paid?**

Your place can be transferred to a colleague, but the cost is not refundable.

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## ► Booking tickets

### **How can I purchase tickets?**

Award tickets can be purchased online via the HR Distinction Awards website. To confirm your place today, visit: [www.hrdistinctionawards.com/booking.asp](http://www.hrdistinctionawards.com/booking.asp)

### **What does my award ticket entitle me to?**

Your award ticket will give you access to the pre-awards drinks reception, the exclusive awards gala dinner and full awards ceremony.

### **When will I receive confirmation of my booking?**

Once you have made your booking online, you will automatically receive your confirmation via e-mail.

### **I haven't received confirmation of my booking, who should I contact?**

For all booking enquiries please contact Sarah Watson, Awards Co-ordinator at [sarah.watson@wtgevents.com](mailto:sarah.watson@wtgevents.com)

### **Is it possible to purchase an additional ticket to the awards?**

Additional tickets may be purchased. To go so please visit: [www.hrdistinctionawards.com/booking.asp](http://www.hrdistinctionawards.com/booking.asp)

### **If I book a table for 10, do I have to confirm the details of those who will be sitting at the table?**

The attendees names will not be required at the time of the booking, but we ask you to submit the names before the event to ensure the attendees are registered to attend the awards.

### **How will I receive my ticket(s)?**

Tickets will be available for collection from the WTG Registration desk.

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## ► Sponsoring

### **How can I view the sponsorship packages available?**

If you would like to view sponsorship packages, please submit a request via:  
[www.hrdistinctionawards.com/packages\\_login.asp](http://www.hrdistinctionawards.com/packages_login.asp)

Once this has been completed you will be sent the password to which you can enter and view the sponsorship opportunities available online.

### **Do sponsorship packages include tickets to the awards?**

Yes, you will receive a sponsored table for ten people.

### **I am having trouble booking a sponsorship package online, who can I contact?**

If you are having problems booking your package online please contact Sarah Watson, Awards Co-ordinator by email [sarah.watson@wtgevents.com](mailto:sarah.watson@wtgevents.com) or call +44 (0)20 7202 7632.

### **How will I know if my sponsorship purchase has been successful?**

Once you have made your booking online confirmation will automatically be sent to you via email.

### **How will I get my tickets?**

Tickets will be available for collection at the WTG Registration desk.

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## ► Media

### **Will any press be present at the awards?**

Yes, press members will be present at the awards.

### **How can I register for a press pass?**

If you would like to register for a press pass, please contact Anne Shildrake, Event Marketing Manager by email [anne.shildrake@wtgevents.com](mailto:anne.shildrake@wtgevents.com) or call +44 (0)20 7202 7573.

### **Who qualifies for a press pass?**

Please note that publishers, associate publishers, sales representatives and other non-editorial personnel from media outlets or financial advisory firms do not qualify for press credentials.

### **Is it possible to have our press release displayed on the awards website?**

All press releases submitted will be included within the news section of the awards website. If you would like to submit a press release, please send this to Sarah Watson – [sarah.watson@wtgevents.com](mailto:sarah.watson@wtgevents.com).

### **How can we become an award media partner?**

To become an awards media partner, please submit your proposal to Anne Shildrake, Event Marketing Manager by email [anne.shildrake@wtgevents.com](mailto:anne.shildrake@wtgevents.com) or call to discuss any opportunities on +44 (0)20 7202 7573.

### **How can I get access to pictures and videos taken at the awards?**

Post award pictures will be displayed on the awards website. If you would like any specific pictures or video footage, please contact Sarah Watson, Awards Co-ordinator by email [sarah.watson@wtgevents.com](mailto:sarah.watson@wtgevents.com) or call +44 (0)20 7202 7632.

### **Would I be able to have a web banner in a different size?**

Yes, to obtain a web banner in a different size, please email the sizing specifications which you require the banner in to [anne.shildrake@wtgevents.com](mailto:anne.shildrake@wtgevents.com).

### **Can any advertising be purchased for the awards?**

To discuss any advertising options for the awards, please contact Sarah Watson, Awards Co-ordinator by email [sarah.watson@wtgevents.com](mailto:sarah.watson@wtgevents.com) or call +44 (0)20 7202 7632.