

24th January 2012
The ICC, Birmingham, UK

www.hrdistinctionawards.com



► Entering

How do I enter the awards?

Award entry steps can be found here: www.hrdistinctionawards.com/awards.asp

Where can I find the award entry form?

All award category entry forms can be found here: www.hrdistinctionawards.com/reqent.asp.

Simply complete the entry data capture form and select the category or categories which you are interested in applying for. Once you submit this information you will then be taken through to the award entry forms, which you can then download.

Is there a fee for entry?

There are no award entry fees.

What is the deadline for submitting an entry?

All submissions must be received by 10th October.

Can I enter more than one category? Can I use the same entry each time?

Everyone is entitled to enter as many categories as they see fit.

Entries can be submitted to more than one category providing that you can demonstrate how it meets the criterion of the different categories and supply supporting evidence required for each of the categories. An application form for each different award category to be entered for will need to be downloaded and completed.

What is the total word count per entry?

It depends on the entered category. Guidelines are on the entry form.

Can supporting documentation be sent with an entry?

A 10 minute video presentation can be sent to Sarah Watson (sarah.watson@wtgevents.com). Please ensure that it is under 5MB.

How do I/Can I amend an existing entry?

You can re-send an e-mail entry to sarah.watson@wtgevents.com but it must be stated that it is a replacement entry.

How will my entry be judged? What is the judging process?

Your entry will be judged by industry experts in HR and they will filter the entries down into shortlisted companies. The judges will be marking each question giving you a total /50.

How will I know if our company have been shortlisted for an award? When will the final shortlist be announced?

The final shortlist will be announced on 21 November. If your company is successful you will be contacted.

Will any parts of my entry be published anywhere?

If you are a shortlisted company we will ask if we can make your entry available to delegates.