

Terms and Conditions of Entry

By entering the NZEA New Zealand Event Awards 2021, you acknowledge and agree to the following:

The Judging Process

- Judges will read and pre-score all entries, considering any supporting materials submitted.
- Judges will be asked to give a score for each criteria response within the entry form. Except where stated otherwise, scoring is in 15% thresholds per items 1-6, with an additional 10% threshold applied for judges to bring their 'gut feel' or specific industry knowledge to bear. These will be combined to give an overall score for each entry.
- All judges' pre-scores will then be combined and the highest scoring entries will determine the shortlists for discussion.
- Judges will meet (virtually) to discuss the shortlisted entries and then agree the winner and finalists for each category.
- The finalists will be announced on 19 July 2021.
- The winners will be announced at the Gala Evening on 30 September 2021.
- The judging panel may choose to cancel or combine categories at their discretion.
- The judging panel may choose to re-allocate your entry to a different category at their discretion.

Individual Awards

Entries should be no more than 2000 words excluding the CV (two-page limit) & testimonials.

Judges will be looking for:

- individuals that can demonstrate an on-going and sustained commitment to delivering best practice and results while showing a creative and innovative approach;
- well structured, clearly articulated entries that respond clearly to the criteria;
- evidence of tenure for the Best Established Event Professional and Best Emerging Event Professional categories;
- clearly articulated objectives and measurable outcomes wherever possible; and
- achievements and /or challenges faced, and methods employed to overcome these.

Excellence Awards

Entries should be around 2000 words comprising an event summary (approx. 500 words) and responses to the criteria (approx. 1500 words in total).

Judges will be looking for:

- events, suppliers and organisations that can demonstrate an on-going and sustained commitment to delivering best practice and results while showing a creative and innovative approach;
- well structured, clearly articulated entries that respond clearly to the criteria;
- clearly articulated objectives and measurable outcomes wherever possible; and
- achievements and /or challenges faced, and methods employed to overcome these.

Support Awards

Entries should be around 2000 words comprising an event summary (approx. 500 words) and responses to the criteria (approx. 1500 words in total).

Judges will be looking for:

- suppliers and organisations that can demonstrate an on-going and sustained commitment to delivering best practice and results while showing a creative and innovative approach;
- well structured, clearly articulated entries that respond clearly to the criteria;
- clearly articulated objectives and measurable outcomes wherever possible; and
- achievements and /or challenges faced, and methods employed to overcome these.

Supporting Material

Entrants may provide the following items of supporting material:

- Up to three images (high resolution, with photo credits in file name if applicable)
- Up to two videos (link to video to be provided, total viewing time to not exceed three minutes)
- Any two of the following:
 - Audited accounts
 - Team CV's (single document, up to four pages)
 - Training and development records (single document, up to four pages)
 - Copies of media coverage (single document, up to four pages)
 - Media evaluation (single document, up to four pages)
 - Client references or testimonials (single document, up to two pages)
 - Circulation figures (single document, up to four pages)
 - Website analytics and social sharing (single document, up to four pages)
 - Post event report (single document, up to four pages)
 - Marketing materials (single document, up to four pages)
 - Weblinks (limit of two)
 - Market research findings (single document, up to four pages)

Confidentiality

- In order to secure as much media coverage as possible for the events industry and the Awards, we seek your approval, as part of the submission process, to share relevant images, statistics and facts from your Awards entry/entries (checkbox labelled 'Approval to share non-sensitive images, statistics and facts' within the online entry form).
Note that you will have the options:
 - To mark specific information, images or supporting material as confidential within your entry.
 - To not agree to this at no disadvantage to your Awards entry/entries.
- Awards entries may be used post-campaign as 'case study' materials to promote best practice. Permission will be sought from entrants by the NZEA before publishing these.
- Judges sign a full Non-Disclosure Agreement (NDA) which means that all information and materials will remain confidential to the judges.
- Your privacy is important to us and will be managed in line with [NZEA's Privacy Policy](#).