

# Terms and Conditions of Entry

By entering the NZEA New Zealand Event Awards 2024, you acknowledge and agree to the following:

## The Judging Process

- Each entry will be judged by two to three judges.
- 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 in accordance with the weighting specified in the form.
- The 15% Informed Insight criteria is the judges' opportunity to bring their 'gut feel' or specific industry knowledge to bear. Where the judging panel do not have relevant specialist knowledge, NZEA may bring in an additional specialist judge to inform the panel.
- All scores 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 at the Judges' meeting.
- Judges will meet (virtually) to discuss the shortlisted entries and then agree on the winner and finalists for each category.
- The finalists will be announced on 8 July 2024.
- The winners will be announced at the Gala Evening on 27 August 2024.
- The judging panel may choose to cancel or combine categories at their discretion.
- The judging panel may choose to reallocate an 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 ongoing 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 Industry Professional and Best Emerging Industry Professional categories;
- clearly articulated objectives and measurable outcomes wherever possible; and
- achievements and /or challenges faced, and methods employed to overcome these.

## Excellence & 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:

- entries that can demonstrate an ongoing 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 the 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, videos, statistics and facts from your Awards entry/entries. We seek this approval by way of the 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, even if you check the approval box
  - 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](#).