

## **ENTRY GUIDELINES**

**Ensure you read all the guidance notes, category criteria and instructions on how to enter before completing the entry form. Any applications not meeting these requirements will not be considered by the judges.**

**Judges will only score entries which are made on the official entry form.**

**You must provide 5 high resolution photos jpeg format to support your application.**

**Print quality logos (eps) (jpeg) are required for the applicant.**

**Information provided outside the specified word limits may not be taken into consideration**

**All individuals must be based in Wales. The closing date for entries is: 5pm Friday 20<sup>th</sup> September. No time extensions will be allowed. All submissions must be made via email to: [awards@cewales.org.uk](mailto:awards@cewales.org.uk)**

- Membership of Constructing Excellence in Wales is not compulsory, but we would be grateful if you would consider joining.
- The organisers reserve the right to feature/display submitted material in any editorial or promotional work related to the work of Constructing Excellence in Wales.
- The organisers reserve the right to reject any entry if, in their opinion, it fails to comply with the rules
- Individuals nominated must be made aware in advance of any entries that refer to them.
- The panel of judges will consider each submission against the category criteria.
- Entries that have been shortlisted will be required to make an online presentation to the judging panels week commencing 21<sup>st</sup> October, this is the second stage of the judging process. You will be informed of the date and time once the shortlist has been announced 4<sup>th</sup> October
- Winners will be announced 5<sup>th</sup> December at the Senedd event.
- All awards are made at the discretion of the judges.
- The right is reserved not to make awards in a particular category.
- The judges reserve the right to refuse entries without giving reasons.
- Information supplied by the judges, or discussed between the judges and entrants, will be treated in complete confidence and confidentiality on the part of the entrants is requested.