# Preparing to Enter – What You Should Know

Congratulations! You have made the first step in entering the awards. Take the time to read the guidelines and you will know what you need to be considering as you prepare your entry.

**Closing Date for Entries**

Please take note of the closing date for entries. Last date for receipt of entries is:

5pm on 9 September 2016.

To allow time for the judges to complete their deliberations, extension will be granted in exceptional circumstances only. Be prepared by starting to put your entry together as early as possible and ensure you have any supporting documents ready.

**Word Limits**

You must keep to the word limits within the on-line entry. If you have supporting materials, these can be supplied by uploading or providing a link to the file. Supporting files may be examples of work like session plans, budgets, ROI calculations, extra context, testimonials, etc. and may be in the form of documents, PowerPoint slides, Prezi presentations, videos etc. Please note you will be limited to three supporting documents/files so please select the most relevant ones to enhance what you have provided within the main entry.

All files must be easily accessible to the judges. If your files are password protected, you must supply the password. The judges will not mark anything that cannot be opened.

**Joint Entries**

It is acceptable to submit joint entries. For example if you used a consultant to assist you with an initiative you might like to submit a joint entry. Or if you did a research project with a partner, then feel free to submit together. Please ensure than you identify in your entry where the different responsibilities lay and comment on the working relationship.

**Privacy**

For all entries the 150 word summary you provide at the start of your entry will be available for NZATD to use publically. All other details supplies will be kept confidential to the judges. All judges have signed a confidentiality agreement and undertake that they will not use any information gained in their capacity as judges for any other purpose than to complete the judging.

Should you win, NZATD will contact you about other publicity opportunities where you will be able to control any information you want to release into the public domain.

**Referees**

Referees may be approached to help verify the information supplied with in the entry. They should be willing and able to confirm assertions and achievement within the entry by:

* having and appropriate level of knowledge about you / the initiative
* understanding the organisational requirements and outcomes
* having a general knowledge of best practice within the learning and development area relevant to the initiative, and/or
* witnessing real change as a result of the initiative.

Judges will look for the value the referee places on the initiative/ work of the practitioner, e.g.

* Their opinion on the quality of your work/ the initiative
* Examples of how you / the initiative has helped them
* Willingness to keep employing/working with/re-engage the services of the practitioners responsible for the initiative.

Please Note: It is the intention of judges to contact referees of short-listed entrants. Provision of referee contact details will be considered agreement for the panel to contact them. Entrants are strongly advised to gain permission from their referees and notify them that they may be contacted prior to submitting their entry.

Referees who are unavailable to be contacted should not be included. Consideration of a referee will be discounted if, after reasonable attempts have been made, he/she cannot be reached.

**What Winning Will Mean**

If you should win you will receive a trophy and certificate and, of course, bragging rights. You will be announced as winners at our Gala Dinner, on our website and in social media and will be given the opportunity to present at events in our branches and at our next conference. You will also feature in an article in Training and Development magazine which is distributed in both NZ and Australia. And you can cite this award on your CV and social media profiles so other opportunities will no doubt arise. So what are you waiting for?

**Questions**

If you are unsure which category to enter or have other specific questions, please email [president@nzatd.org.nz](mailto:president@nzatd.org.nz).

If you want to speak to someone, then include a contact phone number.