

How to enter

1. 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. All of this information is available to download from www.cewales.org.uk/awards
2. Complete section 1 of the entry form, clearly indicating which award category you are entering. Contact details and logos are required from the applicant, client and any other organisation that should be recognised in relation to the award.
3. If your application is for a project award please complete sections 1, 2, 4 and 5. If it is for an organisational award please complete sections 1, 3, 4 and 5. Applicants for all categories are required to nominate an SME (50 or fewer employees) within their supply chain for consideration for the SME Award. Individual SMEs entering any other category will need to complete the appropriate sections as indicated above.
4. In section 4 make sure the statements you supply answer the specific criteria set out in the category descriptions.
5. You should provide one printed copy of all entry material. You must also provide an electronic copy of all material on a CD. You must provide 5 high resolution photos to support your application. Photos should be of all aspects of the project or process including people and saved in either **jpeg or tif format**. Don't forget the logos.
6. Each individual entry should be sent to:
Eira Rowe, Director Operations & Events, CEW Awards,
2nd Floor East, Longcross Court, 47 Newport Road, Cardiff.
CF24 0AD

The closing date for entries is: 12.00 on Monday 8th March.

For clarification on any matter regarding the awards please call: Eira Rowe on 02920 493322, M. 7989 419160 or email awards@cewales.org.uk

Entry Guidelines

- All submissions must be made by 12.00 on Monday 8th March. No time extensions will be allowed.
- Any organisation or project team submitting an entry for more than one category, is welcome to do so using a separate application form for each submission. Please ensure categories being applied for are clearly indicated.
- The judges have the authority to move entries into more applicable categories. Their decision is final and no correspondence will be entered into following the Awards
- Receipt of entries will not be acknowledged unless otherwise requested.
- The organisers reserve the right to reject any entry, if in their opinion, it fails to comply with the rules.

Specific Entry Considerations

- Clients must be made aware in advance of any entries that refer to them and the judges may require evidence of client endorsement
- Membership of Constructing Excellence or a Constructing Excellence Club is not a requirement of entry
- 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.
- A précis of short-listed entries will feature on the Constructing Excellence in Wales website and elsewhere. Short-listed entrants may be requested to participate in Constructing Excellence in Wales related events or programmes of seminars and case history presentations.
- No materials will be returned
- Every project entered will be considered for Demonstration Project status

- Submissions should relate to either ongoing work or any project or example of organisational change that was completed by 1 January 2010 at the latest.

Judging

- The panel of judges will consider each submission against the category Criteria
- Winners will be announced at the Awards Dinner to be held on Friday 2nd July at the SWALEC Stadium, Cardiff.
- 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 if requested.