

## 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](http://www.cewales.org.uk/awards)
2. We would like you to consider nominating an SME within your supply chain for consideration for the SME award. Please see individual entry forms for instructions. NB this is not compulsory.
3. In the 'Your Submission' section make sure the statements you supply answer the specific questions
4. All projects and SME's must be based in Wales
5. You must provide one printed copy of all entry material. You must also provide an electronic copy of all material on a CD or memory stick clearly labelled. You must provide 5 high resolution photos to support your application, these can also be embedded in your entry form. Photos should be of all aspects of the project or process including people and saved in either jpeg or tif format. You must provide logos of all individual companies involved in the submission.
6. Each individual entry should be sent to: Susan Selkirk, Office Manager, Constructing Excellence in Wales, c/o Office of the Future Generations Commissioner for Wales, Market Chambers, 5-7 St Mary's Street, Cardiff, CF10 1AT

**The closing date for entries is: 17.00  
on Monday 4th February 2019**

For clarification on any matter regarding the awards please call:  
Susan Selkirk on 02920 493322/07553 347099 or  
email [awards@cewales.org.uk](mailto:awards@cewales.org.uk)

## Entry Guidelines

- All submissions must be made by 17.00 on Monday 4th February 2019. No time extensions will be allowed.
- All entry forms must include all material required, appendices will not be reviewed by judges
- 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.
- Submissions should relate to either ongoing work or any project or example of organisational change that was completed in the 12 months prior to 1 January 2019.

## 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 7th June at the Celtic Manor, Newport
- 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.