

## Eligibility

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- 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 2024.
- Submissions must relate to activities in Wales and SME's must be based in Wales.

Please do not hesitate to contact Susan Selkirk on 07553 347 099 or email [awards@cewales.org.uk](mailto:awards@cewales.org.uk) if you have any questions.

## How to Enter

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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 at [www.cewales.org.uk/cew-awards/2024/](http://www.cewales.org.uk/cew-awards/2024/)
2. We would like you to consider nominating an SME within your award. Please see individual entry forms for instructions. NB this is not compulsory.
3. Judges will only score entries which are made on the official entry form.
4. Any organisation or project team submitting an entry for more than one category is welcome to do so providing each entry is presented as an individual submission using the appropriate application form.
5. Contact details are required for the applicant, client and any other organisation that should be recognised in relation to the award.
6. You must provide 5 high resolution photos jpeg format to support your application. Photos should be of all aspects of the project or process including people.
7. Print quality logos (eps) (jpeg) are required for the applicant, client and ALL other organisations that should be recognised in relation to the award. It is important that current logos are supplied in this format with the submission as they will be etched onto the glass trophy presented to the winners.
8. Information provided outside the specified word limits may not be taken into consideration.
9. Appendices will not be taken into consideration. Supporting images, graphs, tables etc can be embedded within the document. Within reason, captions can be included in addition to stipulated word count.
10. All projects and SME's must be based in Wales

**The closing date for entries is:**  
**Midday 4th March 2024.**

No time extensions will be allowed.  
All submissions must be made via email to:  
[awards@cewales.org.uk](mailto:awards@cewales.org.uk)

## Specific Entry Considerations

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- 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 in Wales 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.
- Winning submissions will automatically be put forward for National Constructing Excellence awards which will take place towards the end of 2024.
- The organisers reserve the right to reject any entry if, in their opinion, it fails to comply with the rules.

## Check List

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Your entry should consist of:

1. Completed entry form – this is the only document used in the first stage of the judging process.
2. Logos (original .eps files for print) for all key listed on the entry form.
3. High resolution images (print quality) – 5 photos are required as separate files for publicity purposes.

## Judging

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- 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 between **15th and 27th April**, this is the second stage of the judging process. You will be informed of the date and time once the shortlist has been announced in the middle of March. Please make appropriate members of your team aware of this process.
- Winners will be announced during our Award Ceremony at the Celtic Manor Resort, Newport on **Friday 14th June 2024**.
- All awards are made at the discretion of the 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.
- 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.