



CEA The Corporate
Engagement
Awards 2018

Entry template

Entry Form

The following template is a guide, based on feedback from previous Communicate Magazine judging panels, to how to complete your Corporate Engagement Awards entry. Whilst the word counts detailed should be adhered to, the rest of the guide is purely a set of recommendations on what to include in and how to shape your entry. As such, the final appearance of entries before their submission is entirely up to the entrant, and there is no penalty for not following the guidelines of this document.

Once your entry has been completed, please upload it as a single PDF document (no larger than 10MB) to the entry form on our website. Please include supporting materials and URLs within the PDF, rather than attempting to upload them as a separate document. If your entry is being entered into multiple categories, we strongly recommend tailoring its content accordingly.

The details on the right should be included on the cover page of your document in order to facilitate the correct logging and judging of entries. The names provided on your submissions will be used on all written references (including the shortlist, winners book and trophies) so please make sure spelling, capitalisation and punctuation are all correct.

Name: Joe Bloggs

Job title: Account manager

Email: Joe.Bloggs@CorporateEngagementAwards.com

Entering company: Communicate magazine

Companies involved in partnership: Communicate and charity

Name of project: Award winning project

Phone number: +44 20 1234 4321

Invoice address:
Communicate magazine,
123 London Street,
London,
SW4 6DH
UK

Categories Entered:

- Best environmental or sustainable programme
- Best internal communications



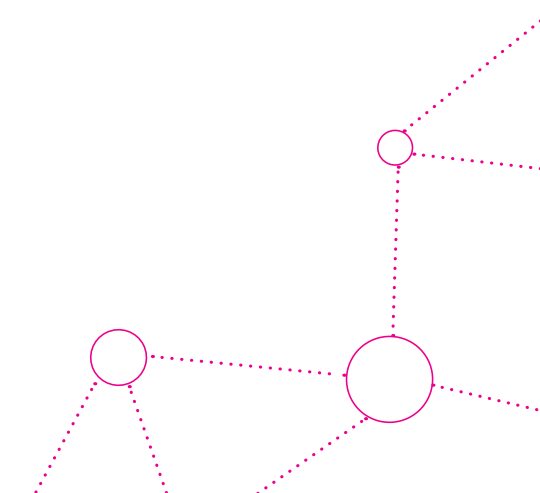
How to enter

To enter the Corporate Engagement Awards please prepare a single PDF document including your entry summary and statement of up to 1000 words combined. Written supporting materials do not contribute towards the word count. Please ensure your file is no larger than 10MB.

Entry summary

Provide a short summary of 300 words or less that includes the following:

- Entry synopsis – a short summary of the project or campaign
- Category entered and why the work fits into that category
- Industry context - what sector, industry or issues impact the project's success or the companies' positions within the market?"



Entry statement

The entry statement will form the bulk of your submission and should total no more than 700 words. Although it is more common for entrants to break this down into sub-paragraphs, bullet points are also accepted. The purpose of the entry statement is to provide the judges with a clear narrative of the partnership from its inception, including why the partnership was initiated, what its initial objectives were and how these ultimately met (as well as any metrics or results that have been amassed as a result of the partnership's success). The best entries clearly relate the results back to the initial objectives and tweak the entry's specifics to the category being entered.

Establishing the partnership

- How was the relationship initiated?
- Why were the companies working together a good fit?
- What were the potential benefits of the relationship?
- How did the partnership reflect the business strategies of both/all parties?

Implementation

- How did you execute the strategy for both/either the target audience and internal audiences?
- Did you encounter any unexpected problems?

Objective

- What were the objectives for both/all parties involved?
- What benefits could the companies offer each other?
- What was the expected result of the partnership?

Results

- How did the outcome of the relationship meet the expectations?
- What were the benefits to the companies involved?
- Has it prompted further projects?

Development

- How did you develop the relationship or project?
- Who were the target audiences? Outline the approach you took to create a strategy that met the objectives for all parties.

Supporting materials

The inclusion of supporting materials, although voluntary, is strongly recommended. Providing evidence of your achievements reaffirms the objectives and successes of your approach both internally and externally. Materials should illustrate your work and aid the narrative of your entry statement. Supporting materials must be included in the same file as your entry statement.

Examples of supporting materials include:

- Images illustrating the project or campaign
- Reviews
- Press coverage (up to five examples)
- Social coverage (up to five examples)
- Video (up to three minutes, please include a link in your entry rather than the video file)
- Testimonials
- Client feedback (if relevant)

Please include any necessary log in details needed to access links and ensure that any URLs included in your entries do not have an expiry date. Please note that the organisers of the Corporate Engagement Awards cannot be held liable for changes to entrants' site architecture or changes that may take place between submission and judging.

FAQ

What is the time frame for eligible work? Can I enter work from last year?

The time frame for eligible work is ordinarily 18 months previous to the final deadline. Please refer to the eligibility and rules section on the Corporate Engagement Awards website for more details and specific dates.

Can I enter more than one category? If so, do I need to submit more than one PDF?

There is no limit to the number of categories that can be entered. If multiple categories are being entered, multiple PDFs must be submitted. As our entry form only allows one PDF to be entered at a time, you will need to go back and resubmit the form, making sure to change the category field. Although not compulsory, we strongly recommend tailoring each submission according to the category being entered.

I'm not sure which category to enter. How shall I decide?

If you're struggling to categorise your project, please contact Ash on +44 207 798 7008, or email ash.sandys@communicatemagazine.co.uk

How can I ensure that budgets disclosed on the entry will remain confidential?

Don't worry – as long as you clearly mark the entry where relevant letting us know that you do not wish information on certain budgets (or any other information) to be shared, we will ensure that all such information is kept strictly confidential.

Is it ok if the word count is exceeded?

The word count is set as a guide, and exceeding it slightly will not be penalised. However, considering the volume of material read by the judges, a more concise and collected approach to ensure your entry stands out is advised.

How should I include my supporting materials?

All supporting materials should be included within the document. If you wish to include videos, please add a hyperlink to it in your PDF entry, rather than embedding the video itself. Embedded videos can often increase the size of your entry so that it is over the 10mb limit. Besides the supporting materials included within your PDF entry, no other separate materials are required.

FAQ Continued

On the 'Enter Now' section of the website, what is the difference between the fields 'company' and 'entering company?'

Often, agencies enter their clients into our awards (i.e. company = agency, entering company = client). If this does not apply to you and you are entering independently, simply fill in both fields with your company name.

Can previous entries be sent to potential entrants?

As per our rules section on the Corporate Engagement Awards website, we cannot send out previous entries as they may contain sensitive and/or confidential material and figures that cannot be disclosed.

Is there a cost to enter?

Yes. Rates are available on the Fees & Payments page on the Corporate Engagement Awards website. There are also discount rates available for charities and early entry discount for those who enter before a certain date.

Why won't my entry send?

If you are receiving an error message telling you that supporting materials are required, you have exceeded the 10mb size limit. If your entry is within the size limit but you are still receiving that error message, contact our office on +44 20 7998 6263.

How do I pay for my entries?

After you submit your entry, you will be prompted to pay via PayPal (owning an account is not necessary to complete payment). If an alternative payment method is preferred, please contact our office on +44 20 7998 6263, where one of our team can explain other payment options.

Can't find the answer to your question. Please contact Ash Sandys:

Email: ash.sandys@communicatemagazine.co.uk or Tel: +44 20 7998 6263.