

Award Submission Guidelines

ANNUAL AWARDS 2010

Guidelines

- Think about whether your entry has been submitted in the right category. You must read the criteria (provided in the Awards Prospectus) for each category carefully.
- The project/activity within your entry needs to be in place on or after 1 September 2009. Ensure you only describe activities that began from this date to present.
- Provide real figures and evidence to explain your results.
- All entrants must be prepared to participate in a Round Table session at the Innovation and Excellence Conference 2010.
- Appendix and support materials should NOT be included with your entry and will NOT be considered.
- All entries should be completed using the online Award Entry Form. An e-mail receipt will be issued for each entry received.

Before You Submit an Entry

- Ensure you read your entry from a judge's perspective, keeping in mind the judging criteria.
- Only one entry per category and a maximum of six entries per college will be accepted.
- Each project/activity can only be submitted in one category.
- The closing date for entries is Noon on Friday 8 October 2010.

Judging

- All entries will be considered by our independent panel of judges; the judges' decision is final.
- Scotland's Colleges will not be involved in any decisions regarding the judging or the shortlist.
- In each category three entries will be shortlisted.
- The shortlist will be announced on Monday 1 November 2010.

Awards Evening

- The awards will be presented at the Doubletree by Hilton Dunblane Hydro Hotel on Tuesday 23 November 2010.
- To book online visit:
www.scotlandscolleges.ac.uk/annualawards
- For more information please contact Annie Beckham, Events Team Leader, on 01786 892011 or e-mail:
annie.beckham@scotlandscolleges.ac.uk

Please note that there is no entry fee for award submissions.