

TERMS & CONDITIONS OF ENTRY

- Entry is open to both Ibec and non-Ibec member companies.
- Closing date for award entry is **5.30pm** on Friday 6th November 2015.
- **All** sections and questions on the application form must be answered.
- Each question section can be edited to fit the answer but **in total** should not exceed **seven pages** and the following:
 - o Introduction section is **two** pages maximum.
 - o Summary section is **one** page maximum.
 - o Section 3 (specific questions relating to award category) is **four** pages maximum.
- The entry should be submitted in Microsoft Word format.
- Answers should be typed (**Arial Font 11**) into the relevant section under each question.
- Your entry must be a truthful depiction of your company's involvement in being environmentally resource efficient.
- Activities cited in support of your entry must have been on-going within the past **two** years.
- Where possible, applicants should provide supporting material with their entry and the name and type of the supporting document should be stated.
- There is a maximum of **five** annexes with supporting material to the entry allowed. Supporting material should be in **soft copy** format (Word or PDF).
- Applicants are allowed to enter more than one award category however each entry must be tailored to meet the category criteria.
- Entry deadlines may be extended at the discretion of the organisers.

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- When filling out the entry form please refer to the Judging Criteria information to enable you to tailor your entry for maximum impact.
- Independent judges shall adjudicate on the entries to ensure fair and transparent marking of the entries.
- The judges shall rank the entries of each category from first to last, based on the relevant category criteria.
- The judges shall deem the winner of each category award as the entry with the highest overall score.
- The judges' decision is final and no correspondence regarding results will be entered into.
- The judges reserve the right to re-allocate an entry to a different category if they think it is more appropriate.
- Organisers reserve the right not to award a category at its own discretion and without recourse to the entrants of said category.