

THE JUDGING PROCESS

What happens after I submit my entry?

Stage 1.

All applications receive e-mail confirmation of their application. All applications received are sorted into their different categories. Each application is then scrutinized by a qualified panel with the objective of selecting a shortlist for each Category.

Note: At this stage the Panel reserve the right to include an application in a category not originally nominated by the applicant if they consider the application has sufficient merit in this Category to justify inclusion. The applicant will be notified of such a move.

Stage 2.

Shortlisted companies may be asked to submit additional information as requested by the panel to support their statements or be visited by one or more members of the judging panel.

The additional information is then scrutinized by the panel with the objective of selecting a shortlist of 3 companies for each Category.

Although the target is to select three Finalists in each Category sometimes it is difficult to be selective between two applications. In such cases The Judging Panel are asked to include more than three Finalists in a particular Category. This discretion is only with the prior approval of the Judging Panel.

The selected Finalists will be contacted and notified of their success. This stage immediately prompts the delivery of an 'AMPS Awards 2017 nominee' badge that can be used for

promotional purposes – an appropriate and timely reminder to staff and customers alike as to the status already achieved in this competition.

All information given throughout the judging process is treated in confidence and suitably destroyed once the process is complete. Information given is not disclosed to any other third party without prior consent.

The Winners for each Category are duly selected from the information available.

The Judging Panel decisions are only known to a very small group until the actual announcement of success at the Award Ceremony and Dinner. The Panel's decision is always final.

Stage 3 – The Awards Ceremony

This is the icing on the cake. In the tradition of all good Award Ceremony's The AMPS Awards Evening is no exception, providing the opportunity to celebrate those members who have been presented with well-deserved Awards... If you enter, this could be your special night.

This year we are bringing the AMPS Awards to The Midland Hotel in Manchester on Thursday 23rd November 2017.

In stunning surroundings we have a Drinks reception and a sumptuous Dinner followed by the Awards Ceremony, then dance the night away to a live band and music from the in-house DJ. Following our sellout event in 2016 book your tickets early for this year's Awards evening.

RULES & ELIGIBILITY

- All entries must include name, company address, contact details, category and approximately 100 words of text stating the reasons behind the nomination. This should be included on the nomination form and emailed to lisa.dalton@amps.org.uk
- The AMPS Awards are open to any member of AMPS, including any employee of a member business
- Sponsors and their immediate family are not eligible to enter for the award that they are sponsoring
- Entries must be received by 5.00pm, 30th September 2017
- Judging will take place in October
- All finalists must agree to take part in publicity and to attend the awards presentation on Thursday 23rd November 2017 at The Midland Hotel in Manchester
- All finalists must agree to make themselves available if contacted by the panel
- The decision of the panel is final
- All applicants will be notified by e-mail that their entry has been received
- A shortlist of a maximum of 3 finalists will be drawn up for each nominated category
- Winners will be announced at the awards ceremony
- Award winners and finalists may state in advertising/promotional activity and on their stationery that they are winners or finalists but this must include the category and the year in which the award was won. Artwork will be sent in the relevant formats for use by shortlisted finalists and the final winners