

## Rules of entry

# Project Controls Expo Awards

1. All submissions must include a declaration of suitable involvement by the **nominee**.
2. Applicants decide on the category to enter. An entry that doesn't meet the entry criteria of the chosen category may result in a reduced score or complete rejection of the entry submitted.
3. All entries must cover project work that is either completed or at the end of a major phase, within 12 months of the awards launch date, so there is evidence of outcome/benefits.
4. Please note: 2 pages of attachments e.g. client feedback can be included as part of the entry. Such submissions should be in PDF format and not exceed 8MB. No external links should be included as they will not be considered by the judges and the 2 pages are not to be used for general extensions of answers to original word counts
5. The same entry (project/program or individual) cannot be entered into multiple categories within the awards region. However, it may also be entered into the appropriate different regions awards, provided it meets their respective criteria.
6. For the "Middle East & Africa Project Controls Consultancy of the Year" category you are required to submit the client feedback on their clients headed paper. This will count as 1 of the 2 pages of attachments allowed under Rule No. 4
7. All work submitted must have been done by the entrant and with permission from the project sponsor or manager other than submissions for the 'Young professional category' where they must be submitted by a 'sponsor' or in the 'Professional category' where they can be submitted by a 'nominator' or 'self-nominated'.
8. No entries can be accepted after the deadline dates.
9. Entries will only be accepted when submitted in the English language.
10. By submitting any materials, you grant Project Controls Expo permission to utilise them in promotions and other activities relating to the Project Controls Expo Awards, unless specified otherwise by the entrant.
11. The content of all submissions remains, at all times, the copyright of the entrant, but Project Controls Expo Awards may wish to reproduce some relevant content for the purpose of promotional materials such as: Project Controls Expo Award winners' case studies, PR or other. If an entrant does not wish to give automatic permission for material to be reproduced, without prior discussion, this must be noted when the submission is made.
12. Project Controls Expo Awards reserves the right to accept or reject entries, and/or not make an award, as circumstances dictate.
13. All finalists, once advised, must submit visual material and company logos (if appropriate) for use at the awards dinner and other supporting activities.
14. The judging panel will consist of experienced experts in their field.
15. The judges' decision is final. No correspondence concerning their decision will be entered into.
16. All submissions are made at the expense of the applicants. No submission will be returned once the judging process is complete.
17. Project Controls Expo staff and judges must declare any conflict of interest and must display suitable Professional Conduct.
18. Award category sponsors (including its employees) are not allowed to enter the same category that the particular organization is sponsoring.
19. All finalists will receive one complimentary pass to the Awards dinner, however, the travel and accommodation expenses will not be covered.