

Global/UK
Project Controls Expo Awards

JUDGES MANUAL

2025

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SCHEDULE & DEADLINES

Open for entries

W/C MONDAY 24 FEB

Entries are to be sent
to the judges

THURSDAY 10 JULY

Finalists' announcement

MONDAY | 1 SEPT

Entries closing date

THURSDAY 3 JULY

End of the judging period

MONDAY 4 AUGUST

Awards' Evening

TUESDAY | 4 NOV

CATEGORIES & JUDGING CRITERIA

-  UK Project Controls **APPRENTICE** of the Year
-  Global Project Controls **CONSULTANCY** of the Year
-  Global Project Controls **INNOVATION** of the Year
-  Global Project Controls **LIFETIME CONTRIBUTION** Award
-  Global Project Controls **MEGAPROJECT** of the Year
-  Global Project Controls **PROFESSIONAL** of the Year
-  UK Project Controls **SOCIAL IMPACT** of the Year
-  Global Project Controls **SMALL BUSINESS** of the Year
-  Global Project Controls **SUSTAINABILITY** Project of the Year
-  Global Project Controls **TRANSFORMATION** Project of the Year

AWARDS CATEGORY PARTNERS

The Project Controls Expo Awards event is a great opportunity for individuals and organisations to get well-deserved industry recognition.

The ceremony itself provides a unique networking opportunity with experts from across the globe. For full partnership opportunities email us at ukawards@projectcontrolexpo.com

AWARDS CATEGORY PARTNERS



SYSTECH

RULES OF ENTRY


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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 8 MB. 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 "Global 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 'UK Apprentice 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 organisation is sponsoring.
19. All finalists will receive one complimentary pass to the Awards dinner, however, the travel and accommodation expenses will not be covered.

SCORESHEET EXAMPLE

[illegible]

FEEDBACK EXAMPLE

Project Controls Expo Awards 2023				
Please provide feedback in bullet points				
Category: Global Project Controls Innovation of the Year				
				
Feedback	IMO	IMO	IMO	IMO
What worked well				
What could improve				

CONFLICT OF INTEREST & CODE OF CONDUCT

CODE OF CONDUCT DECLARATION

CONFIDENTIALITY

Identity of applicants specific entries, marks awarded, assigned categories and identity of other judges are to remain confidential.

CONFLICT OF INTEREST

As soon as you become aware of any potential, real or perceived conflict of interest you must declare this to the Head of Judges by email to ukawards@projectcontrolexpo.com – before starting to score any of the entries.. This may include any previous professional or personal relationship between the Judge and an applicant, or the organisation of an applicant.

COMMUNICATION

It is important for all judges to keep to the same channel of communication in order to provide transparency, traceability of all communication regarding the Awards. As such, all queries or e-mails should be sent directly to ukawards@projectcontrolexpo.com. This is important in association with the first two bullet points above. Information could wrongly be passed to others and breach confidentiality.

PROMPTNESS

The judging period is pre-set and requires the judges to comply with these specific dates whilst ensuring to submit their scores and feedback within this timeframe. The dates for announcing the finalists will be published and cannot be extended. In case of difficulty, judges are required to notify of this as soon as it becomes apparent.

OBLIGATIONS

Judges are required to provide not only marks, but also bullet point feedback for each of the entries they are judging.

Name _____

Date ____/____/____

Signature _____

EXPECTATIONS

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- 1. Relevance:** The appointed categories should be relevant to your expertise
- 2. Duration:** The appointment is for one year
- 3. Induction and training:** You are encouraged to participate in a Judges' induction and training session. The date will be confirmed upon confirmation of your appointment. If you are unable to attend this session, then you should watch the recording once it is released.
- 4. Allocation of time:** Judges must be prepared to allocate time to marking entries. Some categories could have in excess of 10 entries which will be of up to 6 pages each – all to be marked and feedback to be provided for each, without exception.
- 5. Marking period:** The marking period will last for 3 weeks (4 weekends) with all scores and feedback to be submitted before the deadline date stated on the Awards' timeline. No date extensions will be available.

JUDGES' FAQs

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1. How much of my time this is likely to take?

It is difficult to be accurate because it depends on how many entries we receive for a particular category. However, our head of judges suggests that you would not exceed 7 hours total commitment reviewing if you had the category with the single most submissions. This is based upon allowing a sensible increase in numbers of submissions from previous years. Naturally, if you do judge 2 categories this will increase.

2. When during the year?

The judging period will be from: Thursday 10 July to Monday 4 August (this will be done remotely – you will not need to travel to a particular office).

3. What it is likely to include in terms of activities?

We will look to arrange for a webinar with all of the judges ahead of the start of the judging period, so that we can go over the process (again - all done remotely). If unable to log in on the day of the webinar, this will also be recorded for access on a later date.

4. Can you confirm that there is no remuneration attached to this?

There is no remuneration for your involvement – however, as a gesture of our gratitude, we would invite you to attend our award's dinner. Although your dinner ticket will be free, we regrettably cannot cover any travel or accommodation costs you might incur in attending – sorry.

5. What are the steps to follow in the case of a conflict of interest?

As soon as you become aware of any potential, real or perceived conflict of interest you must declare this to the Head of Judges by e-mailing ukawards@projectcontrolexpo.com specifically, before starting to score any of the entries. This may include any previous professional or personal relationship between the Judge and an applicant, or an applicant's organisation.

6. Will the entry deadline date be extended? There is a school break and bank holidays. Most people are away.

The official deadline date is Thursday 3 July. The entries have been open since March and there is still plenty of time before we close for entries. Until we have received all of the entries by the official deadline date, we would not be in a position to consider any extension of the deadline dates. If there is an extension on the submission deadline, we will aim for it not to affect the original judging period.

AWARDS CEREMONY & BLACK-TIE GALA DINNER

The ceremony will take place on
Tuesday, 4 November at Wembley Stadium, London.

18:00

18:00 - 18:45

**Drinks
reception**

18:45

18:45 - 19:30

**Awards
ceremony**

19:30

19:30 - 21:00

**Dinner is
served**

21:00

21:00 - 22:30

**Post-dinner drinks
(Cash Bar)**

23:00

Carriages

IMPORTANT

We will require you to confirm your attendance in advance and whether you have any specific access or dietary requirements (to be confirmed no later than 1 month prior to the event date)