

Eligibility and Entry Process

National Innovation & Training Awards



Eligibility

The BII NITAs are open to:

- Both individuals and organisations who carry out training for the on-licensed retail sector.

To be eligible:

- All entries, with the exception of Trainer of the Year, ***must be supported and approved by the company Divisional Director or equivalent***, whose name and title must be stated on the entry form.
- The individual or training programme which is entered into the NITAs ***must have been operating for a minimum of one full calendar year at the date of entry***
- Any individual or training programme must also be able to demonstrate the effectiveness of the training with measurable business results.

More information on each individual category criteria can be found at the NITA's page on www.bii.org

Entry Process

Initial registration of interest for a particular category entry will appear on the NITAs webpage of www.bii.org from the **5th of July 2018**.

- Entrants will complete the online form registering their contact details and select the award categories they wish to enter.
- The entrant will then be sent the word document entry forms for their chosen categories.
- In the entry form, reference may be made to supporting documentation and evidence. Any evidence referenced in the form must also be attached to the entrants email message when they submit the completed form.
- Once the entry form is completed, entrants will follow the instructions provided in the word document and email their entry and any supporting documents or evidence to nitas@bii.org.

Rules of Entry

- Entries will only be accepted on the official entry form which is sent after the initial registration process on our website at www.bii.org.
- The final date for entries is **31st August 2018**.

nitas@bii.org

Deadline for entries - Friday 31st August

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- By submitting entries and attachments, candidates agree that the BII reserves the right to use such information as required to promote the BII NITAs.
- Candidates may enter more than one category if they have more than one programme that satisfies the entry criteria. In such instances, separate registration and entry forms must be made for each individual programme.

Judges

After the closing date, all written submissions will be considered by a panel of 3 judges assigned to each particular category. The panel will consist of:

- An independent industry expert (not connected with any of the entrants in the category),
- A judge nominated by the sponsor
- A senior member of the BII, who will act as facilitator.

Finalist Notification and Award Ceremony

- All entrants will be notified of the finalists by the end of September 2018. The finalist judging day for all categories will be held mid October 2018 at a location to be advised.
- All finalists will at this time also be invited to an awards ceremony to be held in London on **Tuesday 20th November, 2018** where their Finalist Certificates will be presented and the Winner of each category announced and trophies presented.
- The person leading the application will be given a free ticket to this event, with the opportunity to purchase additional tickets or a table as required.
- Any other available tickets will first be offered to shortlisted candidates for purchase and then opened to the wider industry.

Feedback

- After the awards ceremony, feedback will be available to all applicants upon request and will be via a pre-arranged telephone session.
- This feedback will be carried out by the BII member on the relevant panel.
- In all cases, the overriding principle in all decisions by judges will be identifying innovation, training excellence and the effective use of resources to deliver measurable results.
- The judge's decision is final

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