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|  **Entry Guidelines** **Entry Deadline: 02 February 2021** |

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| **General entry rules & information** |
| **Submission cost?*** Entry is free of charge for all CITF members.
* For non-members each entry costs an administration fee of £199 (+VAT) PER SINGLE ENTRY.
* An invoice will be raised either on receipt of your submission, or prior to submission if you notify us.
* Payment will be accepted by credit card or by bank transfer in GBP.
* If you do not settle your invoice then your submission will be withdrawn.
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| **Who can enter?*** ALL categories are open to organisations of all industry.
* You may enter as many categories as you wish, but you must complete a different submission for each one.
* No single submission will be accepted in more than one category. Please choose the most appropriate category for your entry.
* It is the Entrant’s responsibility to ensure that they satisfy all entry requirements for the relevant categories before submitting their entry.
* **Note to Suppliers:** Your submissions **must** be either based on a joint effort with a customer or your internal technology achievements within your technology department.
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| **How to enter?*** All entered projects must either have been **completed in 2019 with the benefits realised in 2020** OR **completed in 2020 and in the process of rollout**.
* Entries should be submitted by 11.59 pm on the entry deadline listed on RITA website.
* Submit your entry via email to events@citf.tech
* If you enter and your submission is shortlisted, you are expected to attend the awards ceremony.
* You confirm and agree that the information contained in your application is not proprietary or confidential information, and no intellectual property rights attach thereto. Entries become the property of the Organisers. In the Entry form please provide a separate 150-word short description to be used publicly in Awards materials and promotions.
* Any entry which the Organisers consider in their discretion does not comply with these terms and conditions may be deemed invalid at the sole discretion of the Organiser.
* All entries must include full contact details for a nominated representative of the organisation, who may be asked to support their entries by supplying any additional information requested by the judges.
* Marketing copy will not be accepted or considered as an entry.
* Relevant evidence and its source should be provided and this can include photographs, tables, testimonials, press cuttings. Video files cannot be accepted however you may submit screenshots. If this information is not yet available, please demonstrate the governance processes put into place to collect it.
* Up to two sets of supporting documents may be submitted but in total they should comprise no more than 4 sides of A4.
* Entries received after the final closing date may not be accepted.
* We reserve the right to combine, rename and restructure categories at any time during the entry and judging process if the number of nominations received does not allow for a fair competition e.g. fewer than four entries.
* The decision of the judges is final in all matters.
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| **Use of data and how we communicate with you*** If you consented to be contacted in the future CITF, our approved partners and sponsors of the Awards may wish to contact you by email, mail, telephone or sms text message to let you know about any of our products, services, events or other promotions (which, in some cases may be provided by third parties) but only according to the permissions you give us.
* Please select from the options on the review of your entries, your preferred method of how you would like to be contacted from time to time.
* You may, at any time, update and amend your preferred method(s) of communication or, opt out of receiving communications from CITF by emailing info@citf.tech
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| **Key dates** |

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| * **Entries open: 01 November 2020**
* **Entries close: 02 February 2021**
* **Shortlist announced: 11 March 2021**
* **Awards ceremony: 13 May 2021**
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| **Get Real IT Awards updates:** |
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| **Judging process** |

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| **Our Guiding Principles**We select and invite individuals who have distinguished themselves in their field and demonstrated leadership ability and vision to be part of the judging panel. We hold our judges to the highest standards of fairness, accuracy and integrity. The entire judging process adheres firmly to these guiding principles.**Ensuring Impartiality**We make all efforts to avoid conflicts of interest in the judging process (such as inadvertently assigning a judge to evaluate an entry with which he/she is associated). At least three judges are assigned to each entry at random from within the pool of judges whose expertise is relevant. All judges are screened before being assigned an entry. All of the judges are expected to and will excuse themselves from judging an entry that may present a conflict of interest. **Equal Treatment of All Entries** Judges evaluate every entry with a discerning eye towards project scope and strategic goals. A professional execution under a limited budget is more worthy than a mediocre execution for a well-funded initiative. It is execution that matters not total project scope. **The Judging System** To evaluate entries judges utilise a points-based scoring system which allows each entry to receive a maximum of 110 points. Points have been split between five different components with two specific attributes that the submission will be scored against. Each judge will score each submission within their designated category, scores will then be combined to identify the shortlist/winner. For further information please refer to the judging criteria below.* By adhering to the specific guidelines and criteria of this system judges are able to maintain the highest degree of fairness, accuracy and integrity; competently and effectively evaluate entries; and, deliver clear results. It is possible that more than one entry may qualify to win the same category.
* Each category winner is scored again by the panel judges against the judging criteria to select the overall winner.
* Decisions made by judges are final. The judges’ decisions cannot be appealed.

**Shortlists**After the entry deadline, each submission is checked to ensure compliance with our entry requirements. Then, for each of the award categories, entries are shortlisted by our judges, scoring each entry against the judging criteria. |

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| **Judging criteria** |

Our judges evaluate entries across all categories based on following components and attributes:

**Organisational Categories:**

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| **Component** | **Component Points** | **Attributes** | **Attribute Point Split** |
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| **Strategy**  | 30 | Clearly defined & communicated strategy and vision, a clear link with the overall business strategy | **15** |
| Alignment of high-level goals with people and processes | **15** |
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| **Value to the Business** | 30 | Clear benefit realized by the customer of a project in either monetary or non- monetary terms | **15** |
| Impact on KPIs of the business/service (e.g. turnover, productivity, profit) | **15** |
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| **Collaboration** | 20 | Fostering a team environment to effectively focus on delivering value to the business | **10** |
| Overall approach to creating positive, inclusive culture | **10** |
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| **Performance** | 20 | Achieving Performance measures and targets / internal and external feedback   | **10** |
| Management of costs, resources, governance / risk | **10** |
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| **Presentation** | 10 | Supporting evidence  | **5** |
| Clarity | **5** |

**For Project & Innovation Categories:**

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| **Component** | **Component Points** | **Attributes** | **Attribute Point Split** |
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| **Concept** | **30** | Approach and a clear solution to a challenge/need/opportunity  | **10** |
| Level of innovation | **20** |
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| **Value to the Business** | **30** | Clear benefit realized by the customer of a project in either monetary or non- monetary terms | **15** |
| Impact on KPIs of the business/service (e.g. turnover, conversion, profit) | **15** |
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| **Capabilities & Features** | **20** | Potential for sustainability and scale | **15** |
| Enabling new, enhanced or additional capabilities | **5** |
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| **Quality of Implementation** | **20** | Communication, testing and evaluation, training | **10** |
| Effective management of costs, resources, governance / risk | **10** |
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| **Presentation** | **10** | Supporting evidence  | **5** |
| Clarity | **5** |