

The 2016 NATIONAL JOINT UTILITIES GROUP AWARDS

SUBMISSION DOCUMENT: GUIDANCE

Welcome to the 2016 NJUG Awards – this document provides guidance on the Awards submission document and how award-winning case studies will be used after the Awards.

Please read this carefully before entering a submission for the 2016 Awards.

NJUG will take the details provided in submissions at face-value. Please ensure that all submissions are accurate and credit all of the entities involved.

Please note that:

- Each case study you submit can be submitted for no more than one awards category.
- Submissions received for previous NJUG Awards will not be accepted / considered unless there is tangible evidence that the initiative has significantly improved / developed since it was last submitted.
- In making an Awards submission, you are agreeing that award-winning submissions will be turned into case studies which will, in turn, be published online, be promoted and circulated at NJUG and HAUC events, external events and during NJUG meetings with stakeholders.

We advise that submissions:

- Are written in an appropriate and suitable manner so they can easily be adapted to become case studies. Existing case studies can be found here: <http://www.njug.org.uk/good-practice-guidance/good-practice-case-studies/> .
- Provide logos of all the compan(y/ies) and / or local authorities involved.
- Provide two or three hi-res photos with your submission, where appropriate.
- When submitting the case study please name the file as - the award category you are entering for, the name of the company(y/ies) involved and the date you have submitted the form.
- Name all companies that are involved in the case study. In the event that your submission should win, only those companies named on the submission form will receive a trophy/certificate.
- Only those submissions on a 2016 NJUG Awards submissions will be accepted.
- Have to be received by **5.30pm on the 8th September**, as this year, there will be no extensions granted.

As with the 2015 Awards, shortlisted submissions will be asked to provide brief video clips explaining the project. NJUG will provide further information on this nearer the time.

Please read the guidance provided above before submitting your entry to the awards.
Deadline for submissions: 5.30pm, 8th September 2016 to awards@njug.org.uk