



EAST MIDLANDS FINANCE AWARDS 2020

ENTRY GUIDELINES

Thank you for entering the East Midlands Finance Awards 2020. Before completing your application form **please read these entry guidelines**. Failure to do so may result in an invalid entry.

Guidelines

- The East Midlands Finance Awards are free to enter and open to Accountancy & Finance professionals across the region (Nottinghamshire, Derbyshire, Lincolnshire, Leicestershire). Entries are treated in confidence but will be shared with a select group of individuals for judging purposes.
- Entries must be sent electronically via email to financeawards@distinctrecruitment.com and saved as a word document.
- Supporting information is not permitted unless it forms part of the entry document. A maximum of five attachments (e.g. tables, graphs or photos) may be included with the entry form. These attachments must be image files (jpg, gif, png or tif) and must not exceed 5MB in total. Any attachments that exceed the permitted allowance or exceed the permitted file size will be deleted.
- Please be aware that any web links used within your entry will not be activated by the judges. Supplementary information may be requested and entrants may be asked for staff or customer testimonials. The judges' decision is final.
- Financial information will be required should you be successful with your application. Financial information may also be helpful in supporting an application into any category where you are trying to demonstrate growth. If you are unable to provide financial details for the company as a whole then details relevant to your department will be satisfactory.
- Applicants must be authorised to enter their organisation into the awards programme. Entry into more than one category is permitted.
- All entries will be acknowledged on receipt.
- Please ensure that all submitted entries are final. Entries will not be checked for completeness or validity.
- You will be asked to provide a relevant photograph and a 250 word overview of your business in your application. This overview will be sent ahead to the judges should you be successful in your application. It will also be used in marketing activity such as event programmes and finalist videos. Please make sure you are happy with the content when submitting the entry as the Finance Awards committee will not be responsible for correcting errors.
- Please be aware that our event partners involved in the judging process may wish to conduct visits/conference calls with entrants. In the event that event partners make this request, we will provide entrants details so they may make contact and arrange a convenient appointment for both parties.
- The Finance Awards committee reserves the right to withdraw an award from any applicant supplying false information within their entry.

Any entrant wanting support or advice in completing their award application, should contact Alex Alcock @ Distinct Recruitment on – 0115 8700 300.

The deadline for entries is **5pm Tuesday 31st March 2020.**