ASIA-PACIFIC
EXCELLENCE
AWARDS
2016

# THE STEPS TO YOUR SUCCESSFUL APPLICATION

# REGISTRATION FOR THE INTRANET

## Asia-Pacific Excellence Awards 2016

To ensure the security of your sensitive data, we have set up a password-protected intranet site. After signing up, you can access the electronic application form and submit your entries online. You can save your application at any time and edit it later. To submit your projects, you need a valid account. Once you created it, we will send you an automatically generated email with your password. To activate your account, please follow the instructions in the email. Please find an an overview of the intranet in the "checklist for submissions" on the right.

### Login

**①**

E-Mail / Username *

Password *

log in

* mandatory field

Forgot your password?

### New here? Register now!

**②**

» Create your account now

**①** Here, you log into the intranet of the Excellence Awards.

**②** If you do not have an account yet, please register here.

# CREATE YOUR SUBMISSION

## Welcome to the Asia-Pacific Excellence Awards 2016

Please upload your application by 18 January 2017 (Late Deadline: 25 January). An online voting by our Jury will determine the shortlist, which will be published in February 2017. The Jury day and honoring of winners will take place in Hong Kong in April 2017. On the following pages, you may describe your project/ your campaign. You can save and edit your application at any time. If you have any questions, please feel free to contact Anna Hoormann.

**⊕ Create new application**   **1**

No saved applications. Create new application

**2**

**1** You may create your new application here.

**2** Once you have started, you will see an overview of your saved and sent applications here.

## Category & Project Title

I want to submit my project/my campaign in one of the following categories *

Please choose your category ▾

Name of the Campaign/the Project * ⓘ

save & continue

* mandatory field

You can save and change your application at any time.

Choose a category for your project or campaign. You find more information on the categories on our website.

You can enter a project or campaign in different categories. Once you finish the application in one category, you can easily copy it and save it in another category and edit it if you wish. This will save you time.

Please always press the Save & Continue button after each step. You can leave and return to your application at any time.

# CONTACT DETAILS

## Contact details

### Organisation

Please enter the contact details of the organisation. You are logged in as "Janine Voegt". If you are a member of the organisation and your contact details should be transferred automatically, please click the button below.

[ insert personal information ]

Company-type

| Organisation | ▾ |

Contact person

[                    ]

Company *

[                    ]

Street

[                    ]

Zipcode

[                    ]

City

[                    ]

Country *

| please choose | ▾ |

Phone

[                    ]

Email

[                    ]

Website *

[                    ]

[ save ]

## Contact details

### Agency

Please enter the contact details of the service provider. You are logged in as "Janine Voegt". If you are a member of the service provider and your contact details should be transferred automatically, please click the button below.

[ insert personal information ]

Company-type

| Agency | ▾ |

Contact person

[                    ]

Company

[                    ]

Street

[                    ]

Zipcode

[                    ]

City

[                    ]

Country *

| please choose | ▾ |

Phone

[                    ]

Email

[                    ]

Website

[                    ]

[ save ]

Enter your contact details here. Please note the distinction between organisation (client: company, institution etc.) and service provider (agency).

If an error occurs, please check if you have filled out all mandatory fields.

# MAIN FEATURES OF THE PROJECT

## General Information

Please briefly describe the general idea and the success of the campaign/project in 2-3 sentences (max. 400 characters). Please note: The content of this field will be published when your project/campaign is shortlisted. *

Chars: 0/400

Please state the timeframe when the campaign/project was implemented. If the campaign/project is still ongoing, please write "ongoing" into the second field. *

From *

MM.YYYY

To *

MM.YYYY

Campaign/Project Budget in Euro ⓘ

Please state the number and function of the employees who were involved in the campaign/project. *

save & continue

* mandatory field

Enter the basic information about your project or campaign here. This information will be published if you are shortlisted.

Adding the budget is NOT mandatory. Please write "not to be published" if you do not wish to enter it.

You will be able to enter more detailed information on your project or campaign on the following pages.

# PROJECT DESCRIPTION

## Description

You have a total of 2000 characters to describe your project. A character count is shown on the right of the page.

Please describe the initial situation leading to the creation of the campaign/project

Please describe the objectives of the campaign/project

Please describe the strategic considerations involved in the campaign/project

Please describe the implementation of the campaign/project

Please describe the results. Please state how your project/campaign objectives correlate with your results. Please give quantitative and qualitative results to justify the effectiveness and success of your campaign. Please also state the way of measuring your results.

save & continue

Please focus on the most important points in this detailed description.

You have 2,000 characters in total (including spaces) at your disposal.

Please describe the following:
– initial situation
– objectives
– strategy
– implementation
– results

# UPLOAD A COVER PICTURE

## Cover Picture

Bitte fügen Sie zur visuellen Darstellung Ihres Projekts ein Bild ein.

Following filetypes are allowed: `.jpg`, `.png`, `.gif`.
Maximum filesize: 1MB.

[ Durchsuchen... ] Keine Datei ausgewählt.

Please provide a title for your picture (only on upload)

[                                                                    ]

[ ⊕ upload & save ]

[ continue ]

Please upload a meaningful picture, which will be used as your cover picture. It should represent your project or campaign. It could be the logo of the project or organisation or any other picture representing your project or campaign. Please note that the maximum file size is 1 MB.

# ADD SUPPORTING MATERIAL

## Material

To support your application you can upload additional material.

You are limited to three items of supporting material, so please choose carefully in order to illustrate the essential aspects of your submission. You can upload varieties of material, including planning documents, press releases, pictures, power point presentations (max. 10 slides), films (not exceeding three minutes), online material (screenshots, programs, etc.).
Please provide each material with an appropriate title when uploading.

> You have no uploaded material.

Durchsuchen...    Keine Datei ausgewählt.

File title

[                                        ]

⊕ Upload & save

For texts: **.pdf** (please convert doc-files to pdf-files)
For images: **.jpg** , **.gif** , **.png**
For videos: **.mov** , **.flv** , **.avi** , **.mpg** (in high quality until a maximum of 50 MB or as link where the video can be found)
For presentations: **.pdf** **.ppt** (Please convert ppt-files to pdf-files, maximum 5 MB)

Alternative link to a video (counts as one additional material)

[                                        ]

🎞 Save alternative link

save & continue

Here, you can add three significant and supporting materials, e. g. pictures, movies, key figures, press releases, clippings or documents. You can also upload a link to a website, which does count as one material. Please pay attention to the formats and files izes that can be used. A weblink should be provided for movies larger than 50 MB.

# UPLOAD WEBLINKS

## Weblinks

Link (Website, Facebook, Twitter etc.)

Examples:
http://www.facebook.com/yourcompany
http://twitter.com/yourcompany

⊕ add another link

Comments (e.g. notes, login details, etc.)

save & continue

You also have the possibility to point out websites like Facebook, Twitter, YouTube etc.

Please do not add more than three links.

# SUBMITTING YOUR PROJECT

## Entry review

Congratulations. You have almost completed your application. Here you can review your entry and make adjustments if necessary.
If you want to enter this application in an additional category, please click the button "save & enter in additional category". If you want to finalise the submission and payment process for your completed application immediately, please click the "submit & pay" button.
Please note that you need to have initiated an invoice or provided your credit card details to successfully enter the competition. By submitting your application, you state that the given information is correct.

**submit & pay**    **save & enter in additional category**

**save & back to overview**

☐ I declare that I have read the terms and conditions and that I understand and accept them.

**Place Order**

By doing the checkout and entering your credit card details, you are taking part in the Excellence Awards.

Please note the Terms and Conditions of the Awards.

Until midnight CET on 18 January 2017, the first application costs 290 USD plus VAT, and each additional application costs 190 USD plus VAT. During the Late Deadline registration period between 19 January and 27 January, each application comes with an extra fee of 90 USD plus VAT.

You will automatically receive an invoice via email when successfully entering your submission.

# THE SUCCESSFUL SUBMISSION

Thank you for taking part in the Excellence Awards.

When you see those windows, your application has been successful.

| Paid applications | last edit | | |
|---|---|---|---|
| test<br>18. Food & Beverage | 21.10.16, 11:52 | copy | ⓘ |

# YOUR CONTACT PERSON

**Do you have any questions?
Contact our Awards team!**

Anna Hoormann

✉ Write an e-mail

Tel.: +49 (0)30 84 85 92 31

» Frequently asked questions
» Website

If you have any questions, please do not hesitate to contact Anna. She will be happy to assist you.

More information can be found under Application on our website.

We are looking forward to receiving your applications.