

Tips for entering

Remember that by the time the judges get to your entry, they may have already sifted through hundreds of others, so make yours stand out.

Here are some tips

- › **Prepare your submission** in a word document before entering it online as this will prevent the system from timing out before you have finished writing it.
- › **Involve the nominee(s):** if you are nominating someone else, make the entry a joint effort - this will often produce a better, more comprehensive summary, as well as making the story appear more interesting.
- › **Involve a service user:** often the most persuasive words are from the people you/ your nominee(s) support.
- › **Use supportive statements and/ or quotes:** this will give your application more depth as well as making it more interesting.
- › **Tell a story:** write your submission as though you are telling a really good story and don't be shy about talking about the nominee's achievements and successes.
- › **Use real evidence with lots of factual examples and illustrations:** this will give more depth to your application.
- › **Try to use a user accolade in your summary:** if you are nominating yourself for an award, they are very insightful and can add weight to your entry.
- › **Keep it simple:** less is often more. Avoid unnecessary jargon and flowery language. Check for typos, grammatical errors and spelling.
- › **Stick to the truth:** don't exaggerate or include false claims, as judges will see through them.
- › **Use real evidence:** this will give more depth to your application.
- › **Be ruthless when redrafting:** once you've written your rough draft submission, read it over several times and cut out unnecessary information. This will make it much clearer. It's also a good idea to get someone who hasn't been directly involved to look over it to double-check for clarity.

Don't forget to call us if you have a query on **020 7903 3763**.

Rules for entering

1. Nominations must be submitted through our online system. No hard copy entries are accepted.
2. Only fully completed entry forms will be accepted. Word limits are to be strictly observed. Judges will only receive the exact number of words requested.
3. All nominations (except for the Individual Lifetime Achievement Award) must relate to accomplishments occurring during the calendar years 2015/2016.
4. All nominee(s) must be UK based.
5. Members of the judging panel may not be put up for nomination.
6. The entry form represents the full and entire official entry. Attempts to further influence the judges by any means outside of, or in addition to, the official entry may result in disqualification.
7. If you nominate someone for more than one award, each nomination must be submitted as a separate entry.
8. Completed nominations must be submitted no later than **5.00pm on Friday 28th October 2016**.
9. On receipt of your entry, the awards administrators will confirm its arrival via email. If you do not obtain such a receipt within three days, it is your responsibility to contact us to confirm its arrival. Unless you have this written or verbal confirmation from us, we cannot guarantee the arrival of your entry.
10. It is essential that we can contact the nominee easily with questions regarding the submission, or for judging enquiries and requests for further information. Therefore, please provide us with full contact details for the nominee on the entry form.
11. Shortlisted organisations and individuals will be published on **Wednesday 18th January 2017**. The winners will be announced at the Professionals Awards Dinner on **Tuesday 7th March 2017**.
12. All shortlisted nominees must have at least one representative at the awards ceremony to potentially collect their award. Therefore, all shortlisted entrants are entitled to **one** free seat at the Awards Dinner. All entrants reaching the provisional shortlist will be contacted upon announcement of the provisional shortlist to discuss their attendance. Entrants unable to commit to attendance at the Awards Dinner will not be included in the final shortlist.
13. The National Autistic Society will publish details of the shortlisted entrants and category winners, including profiles of their projects/ services, using the information taken from the entry form. We will not reveal the names of those organisations/individuals who are not shortlisted.

Good luck!

