

Change Awards 2024

Competition Rules and Regulations.

I. Eligibility

- a. To be eligible to participate in the award scheme, you must be a practising change management professional or a professional starting a career in change management. You may also be a senior leader who has been recognised as a key enabler to change either internally within the organisation or externally e.g., impacting society and customers.
- b. To be eligible to participate in the award scheme, you must be an organisation that, as part of their service, delivers change management service to their customers.
- c. You may also be an organisation that focuses on change and innovation that impacts broader society and, or customers.

2. Entry process

- a. The Change Awards 2024 competition is open on the 2nd of October 2023, and the closing date for submitting the entries will be midnight on the 29th of February 2024. No further entries will be accepted after this date.
- b. The shortlist event is planned for March 2024, and the Change Award ceremony will take place on the 25th of April 2024.
- c. All entries must be submitted using forms available on the Change Awards website.
- d. Each awards category has a corresponding application and nomination form attached to it.
- e. Nominations: anyone can nominate a colleague for an award by filling out the nomination form and submitting it via e-mail to submissions@changewards.co.
 - i. Nominated colleagues will be notified via email about the nomination for an award.
 - ii. Nomination for an award does not mean that the nominee is entered into competition (with the exception of Lifetime Award and The Best Change Sponsor).
 - iii. Nominees are required to submit the application form (with the exception of Lifetime Award and The Best Change Sponsor) in order to be considered for an award.
- f. Applications: colleagues are required to fill in the details within the application form

and submit it via e-mail to submissions@changewards.co.

- i. Individuals, as well as teams and organisations, can apply for multiple awards.
- ii. One case study must be used to apply for one category.
- iii. Should applicant wish to use the same case study to apply in different categories, they must re-write the application so it suits the requirements of the other category.

g. All entries for the Change Awards 2024 are automatically bound by the Change Awards Rules and Regulations and the Terms and Conditions (all available on the website).

h. Once submitted, the entry cannot be changed nor withdrawn.

3. Competition categories

a. Change Awards 2024 introduces categories for individuals as well as teams and organisations.

b. There are eight categories for teams and organisations and nine categories in the individual section, totalling 18 awards for individuals and 8 for teams and organisations.

c. Individual entry is free of charge.

d. Teams and organisations in private sector and 3rd sector must pay a fee prior to entry to be considered for an award.

- Private sector £700 +VAT
- 3rd sector £50 +VAT

There is no application fee for the public sector.

e. Paying a fee for an award does not guarantee winning.

f. The details of each category can be found on the Change Awards website.

4. The winner selection process

a. The Change Awards winners are selected by the Judging Panel led by the Head Judge.

b. Judges do not see the names of the entrants nor any details that may unduly frame their thoughts prior to reading each case study.

c. Judges mark entries based on a set of tangential questions not directly related to the questions in the entry form.

d. At least two judges independently mark each entry with the attributes of the best entries, then discuss with the Head Judge to agree on the winner and the runner-up.

e. Head Judge reserves the right to change the category of each application should they deem the application to be more suitable to a different category.

f. The judging panel comprises professionals from diverse backgrounds, bringing together a wide range of perspectives.

- g. Judges, as well as contestants and the rest of the interested parties, find out the names of the winners and runners-up are the Change Awards Ceremony.
- h. The winner in each category will receive a trophy, which will be presented at the Award Ceremony in April 2024. The winner and the runner-up for each category will receive a digital badge to display on their professional profiles.
- i. The Change Awards reserve the right to engage with the individual, the employer of the individual and/ or the winning organisation to jointly promote the Change Awards.

5. Selections

- a. By entering the Change Awards competition, you:
 - i. grant permission to use your name for the purpose of organising and/ or managing the awards;
 - ii. grant permission to announce your name should you win or be shortlisted for an award and for all related award purposes;
 - iii. grant permission to engage in PR and marketing activities associated;
 - iv. grant permission to share your details with the sponsors of the Change Awards and to publish the winning entries [including, but not limited to, photos, videos and text]. The winner is required to give full cooperation to the Change Awards in connection with their entry, the awards, prizes or otherwise.

6. Exclusions

- a. Judges cannot enter nominations or applications into the Change Awards competition.
- b. Judges will not judge entries where there is a conflict of interest.
- c. Change Awards decisions on all matters concerning the competition, including the acceptance of entries, the nomination of winners and any other matters, will be final and binding.
- d. For further information regarding the Change Awards 2024, visit our website at www.changeawards.co.

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Rules and Regulations 2024, V01.

