



# NLP AWARDS

**The following notes are CRITICALLY IMPORTANT if you want to ensure that your nomination is accepted as complete.**

**IF YOU HAVE NOT READ THIS DOCUMENT IN DETAIL, YOU MAY MISS THE OPPORTUNITY TO HAVE YOUR NOMINATION ACCEPTED**

Closing date for receipt of entries is **23:59 GMT on Saturday 30<sup>th</sup> September 2023**. This is a strict deadline. Any entry received after this time and date will not be accepted.

Please complete the entry form (typed or BLOCK capitals please).

Please send your completed entries by email to: [unity@nlpawards.com](mailto:unity@nlpawards.com)

Receipt of all entries will be acknowledged – if you have not received acknowledgement within 5 working days please contact the office on +44 (0)20 3384 3217.

All information submitted will be treated in the strictest confidence.

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## Award Categories

- **NLP in Education** – an individual / organisation that who has made a difference to pupils/students, teaching and support staff within the education sector through NLP. This may be in primary, secondary or tertiary education
- **NLP in Healthcare** - an individual / organisation that who has made a difference to patients, clinical or non-clinical staff within the healthcare sector through NLP. This includes, for example, hospitals, NHS trusts, care homes, GP practices, dental surgeries, psychotherapy and complementary therapies
- **NLP in Business** - an individual / organisation that who has made a difference in private sector business to employees, companies or within the business sector generally
- **NLP in Public Service & Community** - an individual / organisation that has made a difference within public service through NLP. This includes emergency, armed or volunteer services, local authorities, charities, community groups or another public sector
- **NLP in Research** – an individual / organisation that has made a difference within the research field, by undertaking or contributing to NLP related research

The logo for NLP Awards features a stylized sunburst icon on the left, composed of several overlapping triangles in shades of grey and blue. To the right of the icon, the words "NLP AWARDS" are written in a large, bold, gold-colored sans-serif font.

## What our panel are looking for:

- A fully completed nomination form
- Detailed supporting evidence/additional documentation
- The unsung heroes of the NLP Community - those people who use NLP in their community or in their workplace to benefit their clients, friends, family and society in general.

## Guidance Notes

**The quality of the nomination is CRITICAL for the nominee to be considered.**

The panel will be made up of people who are OUTSIDE of the NLP community and will judge purely on the content of the nomination form. A form that effectively says “You know who I mean” is not informative! Please do as much research and provide as much evidence to back up your nomination. Saying that someone has achieved something specific will always carry more weight if there is evidence such as a letter of thanks/recommendation, newspaper article, online reference or independent witnesses.

The narrative of the nomination is also important to allow the sponsors, charity and other panel members to understand how the nominee has made an impact. This narrative may also be used for in winner’s press releases, national and international media. So, make it the best you can!

### 1. Liaise with the Nominee

If you are considering entering on behalf of a third party please make sure that you submit all of the relevant information and liaise with the person or organisation you are nominating.

### 2. Make time and enjoy it!

These awards are a *celebration* and you could choose to enjoy the process from start to finish! If you are completing an application, you obviously believe in what you or your colleagues have done. Enjoy it - this will come across in your application. Set some time aside to really consider your answers and let the words speak for themselves.

### 3. Ownership

Make sure you own this process so that you get the entry submitted. It is very easy to do and we want to recognise contribution, so ensure one person gets it done.

### 4. Enjoy it

This is a tremendous achievement. To even be submitting an award application means that you are proud of the work that the nominee or that you are doing and the difference you are making - please enjoy and celebrate that.

### 5. Word your entry carefully and answer the questions

Our panel will be reading through many applications, so describing the project carefully is vital if you want to portray the significance and worthiness of the person or project you are putting forward for an award. Make sure you explain it clearly, keep to the point, sense check the details and proof read it!

### 6. Make sure you are submitting your entry to the right category

You can nominate an individual/organisation to as many as three categories. Please make sure you are submitting to a relevant category.



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## 7. Word count and deadlines!

**We cannot accept submissions that are received late.** We will confirm receipt of all award submissions by email. If you haven't received a confirmation of receipt, assume we haven't received it so please contact us or resubmit to [unity@nlpawards.com](mailto:unity@nlpawards.com).

Please stick to the word count (minimum and maximum where applicable) - if you don't, the nomination will be rejected.

## 8. Beyond the application: Supporting evidence

The panel are happy to receive and would encourage supporting evidence. Please keep this relevant (3 items *maximum* per nomination), as the panel will be busy. Please do use supporting evidence where necessary and make sure the panel are clear on why you are submitting this.

## 9. Read through the submission check list to ensure your entry is complete.

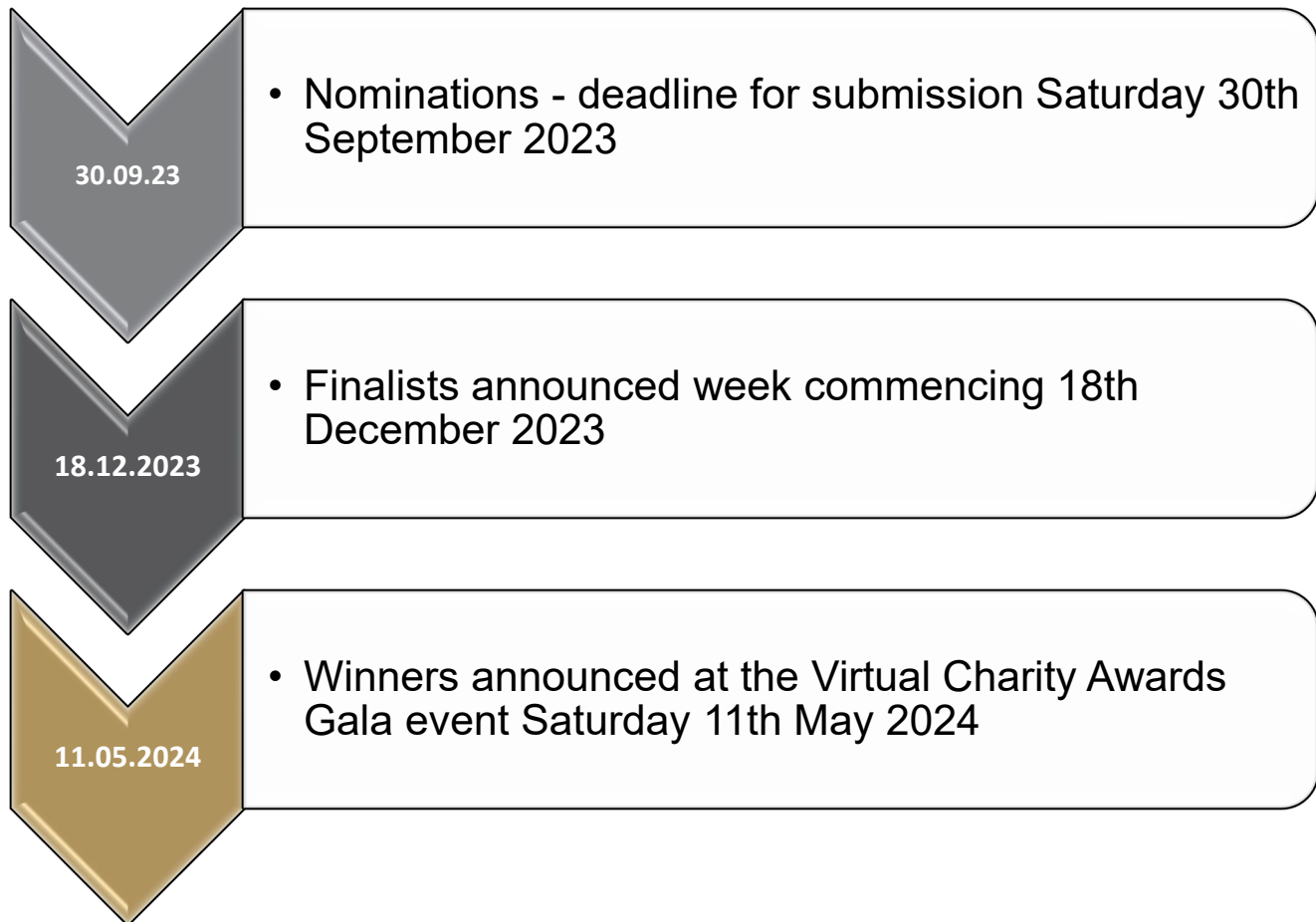
### Submission check list

1. Contact details for nominee entered correctly
2. Enter details of seconder (including self-nominations)
3. Tick the box next to 'I verify all the information is correct'
4. All criteria answered with required minimum and maximum word count
5. Additional supporting information: maximum 3 pieces per nomination
6. Nomination form signed and dated, agreeing to terms and conditions

**We look forward to receiving your application.**

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## Awards Timetable Overview





## Terms, Conditions and Information

1. All entries must be submitted together with any supporting evidence, to [unity@nlpawards.com](mailto:unity@nlpawards.com) by 23:59 (GMT) on **Saturday 30<sup>th</sup> September 2023**.
2. Any entry which does not comply with the guidelines or is incomplete will be rejected.
3. Any individual (excluding NLP Conference Committee Members or NLP Awards Panel members) is eligible to enter or be nominated for the awards.
4. The panel, organisers and sponsors cannot accept responsibility for the validity of claims made by entrants.
5. The panel will be made up of a number of independent members, including representatives of our nominated charity and the sponsors for each award. The panel will consider each nomination in the context of the chosen category.
6. You may nominate an individual/organisation in up to three categories. If appropriate, the panel may decide to include your nomination in an additional or different category.
7. Award finalists may state in advertising / promotional activities that they are finalists and must include the category and the year in which they were finalists.
8. If required, finalists are asked to be available to discuss their nomination in more depth with a minimum of two panel members as part of the winners selection process.
9. Winners will be announced at the Virtual Charity Awards event on **Saturday 11<sup>th</sup> May 2024** – no results will be announced before this date.
10. Award winners may state in advertising / promotional activities that they are winners and must include the category and the year in which the award was won.
11. Entry to the NLP Awards implies acceptance of the terms and conditions.
12. Data Protection - The information you provide will be held on a database to allow processing of your entry. Your details may be used in relation to publicity for the NLP Awards and Awards Sponsors.