

2017 Ipswich Business Awards

Frequently Asked Questions

How do I enter my business in the awards?

The first step is to download the nomination form from this website. Nominations close on Friday 25 August. You will be advised by 28 August if your nomination was successful. Nominees are then requested to have their Submission in by Friday 29 September 5pm AEST. Please note you must complete all questions on the Submission form. Only Submission forms with all answers completed will be accepted.

Is my organisation eligible to nominate?

Almost all businesses operating in Ipswich are eligible to nominate for the awards. This includes:

- businesses headquartered in Ipswich
- businesses that are operating in Ipswich but not headquartered here
- not-for-profit businesses that are registered companies.

The following organisations are not eligible to nominate:

- Award sponsors are not eligible to nominate in their own sponsored Award category, however they can enter other categories
- Businesses closely tied to award sponsors, such as parent or subsidiary companies, should confirm their eligibility.

Can my business nominate in more than one category?

Yes, businesses may enter all categories if they choose. The only categories that are not open for direct nomination are Mayor Pisasale's Future Focus Award and the Ipswich Chamber President's Award.

How do I nominate another business/person?

Please submit the nomination as per the above instructions, and we will contact the relevant nominee for acceptance of the nomination and to make a formal Submission.

Who should I involve in helping to develop my entry?

Enlist the help of people involved in your business. Once you believe you have completed your entry, get a second opinion and seek an opinion from someone impartial. Please note, however, that while the Chamber's staff and agents can answer technical questions relating to the process, they cannot assist you with your entry.

Can I only nominate for achievements during the 201 (/1) Financial Year?

Yes categories are limited to the 2016/17 financial year.

Can I provide supporting material?

Yes, written supporting material can be attached to submission. All material should be referenced within the submission.

How will I know if my entry is received?

An email will be sent to all entrants confirming submissions have been received.

What happens to my entry at the conclusion of the awards?

Ipswich Chamber will keep entries for a period of 14 days after the Business Awards after which time the entries will be destroyed. All information on these entries will be kept confidential.

How secure is my entry in terms of confidentiality?

Throughout the judging process the information contained in your submission will only be accessible to Ipswich Chamber's Executive Officer and the award judges, each of whom is required to sign a strict confidentiality agreement.

Who judges my entry?

The judges are local experts drawn from relevant business disciplines.

How will I know if I'm selected as a finalist?

All finalists will receive a letter on Monday 16 October. An email with finalist details will be sent to all entrants.

How do I purchase tickets to the awards event?

Tickets can be purchased using the booking form available on our website. Tickets are \$185 inc GST, and available for purchase individually, or in tables of 10 (\$1850 inc GST).

How have past winners used the award's logo?

The logo has been used on company stationery, websites and advertising material.

Can I enter the awards next year?

Yes. Many entries can simply be "rolled over" into the next year. However previous winners must clearly demonstrate improvements implemented since winning a previous award.

If I have more questions, who can I contact?

All questions relating to the 2017 Ipswich Business Awards must be submitted via email to eo@ipswichchamber.org.au. All questions will be answered via return email within two business days from the time the email is received.

For further information please contact

Ipswich Chamber of Commerce & Industry (07) 3282 8688 or email admin@ipswichchamber.org.au