



50TH Anniversary



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Further Enquiries

Meetings & Events Australia
admin@mea.org.au
(02) 9929 5400
www.meetingsevents.com.au



ABOUT THE AWARDS

With a long history of recognising excellence in the Australian events industry, MEA's Awards Program has celebrated the achievements of the hardworking sector since 1983. It is the industry's only awards program that encompasses its entire breadth.

The annual MEA Awards program covers events held between January 1 and December 31 of a given year. To ensure that every possible event can contest the awards, they are conferred the following year. For example the MEA National Awards 2024 will run in 2025.

WHO CAN ENTER?

When you enter the MEA Awards, you are competing against other businesses and professionals across the Australian events industry, whether they be members or non-members of MEA. The MEA Awards are open to every Australian events industry event organiser, event venue or destinations or event supplier.

To break that down – the MEA Awards are open to PCOs, event managers, planners and organisers, business development superstars, marketing teams, event agencies, corporate event teams, AV Extraordinaires, future event leaders, small, medium and large event venues, speaker bureaux, destination marketing businesses, event freelancers, photographers, registration service suppliers, government event teams, event educators, ops specialists, event hotels, exhibition suppliers, catering teams, event platforms and software developers, MCs, entertainers, coach and ground operators, airlines, event theming companies, and so many more.

PURPOSE OF THE AWARDS

- Recognise those who demonstrate excellence in the organisation, planning and delivery of business events, major events and festivals, special events, cause-related events, conferences and exhibitions.
- Reward individuals who excel in the planning, operation, marketing and delivery of events; and suppliers, destinations and agencies who attract events, push the boundaries, create and innovate.
- Identify excellence in venues and national events that demonstrate leadership and exceptional delegate or visitor experience; and
- Reinforce the value of the events industry and promote greater recognition for the sector within the wider business community.

Further Enquiries

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GENERAL GUIDELINES

Ensure that your submission is restricted to the qualifying period 1 January 2024 – 31 December 2024.

- ✓ Answer all the questions. There is a maximum word count for all answers that cannot be exceeded. After completing each question, indicate your word count.
- ✓ The examples provided are suggestions only that provide some guidance as to what the judges will be seeking. Do not simply answer each of these evidence types in order.
- ✓ If your evidence takes form in charts, video links or graphs, there is a separate area within the submission portal to add these. Videos must not be longer than 1-minute (60 seconds). Please indicate in your submission if you have included additional attachments outside of the form below.
- ✓ All applications must be made using the below submission form in either Microsoft Word or PDF format. No external or specialised branding may be used in lieu of this submission form.
- ✓ Judges' feedback will be provided to applicants as soon as possible after the conclusion of the National Awards Ceremony.
- ✓ Judges will look for evidence that you are well organised, your business is well managed, how you are future-proofing your business, and that you have systems and procedures that are appropriate and well-maintained.
- ✓ Judges do not want details of your financial accounts but rather are seeking to understand how your business has operated during the qualifying period.
- ✓ All applications must be submitted prior to **Friday 14 February 2025 at 11:59pm AEDT.**

Further Enquiries

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Summary of Awards by Category

Event of the Year Awards

Association Event of the Year

The Association Event of the Year Award recognises events that have been successfully planned, organised and delivered by a national or international association.

This category is not restricted to any number of delegates or participants.

This event could have either been hosted within Australia or internationally by an Australian association. The event must be considered significant in achieving objectives through the challenges, complexities, and imaginative use of resources, innovation, creativity and overall management.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

EVENT SIGNIFICANCE

Maximum word count for this section: 300

Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300

How did the event perform in a financial capacity?

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SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy and process that you implement within your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- a. Was the event successful? Provide your answer with measurable metrics.
- b. Provide evidence of the host's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Association of the Year Award.

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Cause Related Event of the Year

The Cause Related Event of the Year Award recognises the combined effort that is required to successfully plan, organise, and manage a fundraising or cause-related event.

A cause-related event is considered an event that is held with the direct purpose of raising awareness and/or raising funds for a charitable organisation or cause. This event can be a one-time or annual event. It can involve the team efforts of both a for-profit and not-for-profit organisation for the benefit of the charitable organisation.

The event must be considered significant through its multifaceted approach, in achieving objectives, through the imaginative use of resources, innovation and creativity.

SCORING

How your submission is weighted:

- Event Significance - 5%
- Financial Performance - 5%
- Sustainability - 5%
- Project Planning & Resource Management - 30%
- Challenges & Response - 30%
- Outcome & Evidence - 20%
- Final Statement - 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- OUTLINE THE MISSION STATEMENT FOR THE CHARITABLE ORGANISATION AND ITS OBJECTIVES
- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EVENT

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the processes of sustainability that you have implemented in your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- How did the event increase community awareness of the cause and/or engagement with the cause?
- Was the event successful? Provide your answer with measurable metrics.
- Provide evidence of the host's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Cause Related Event of the Year Award.

Further Enquiries

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Corporate Event of the Year

The Corporate Event of the Year Award recognises events that have been successfully planned, organised and managed by corporate teams.

This event could have either been hosted within Australia or internationally by an Australian-owned business. The event must be considered significant in achieving objectives through the challenges, complexities, and imaginative use of resources, innovation, creativity and overall management.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process. Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EVENT

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the policy and processes of sustainability you implement in your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- Was the event successful? Provide your answer with measurable metrics.
- Provide evidence of the client's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Corporate Event of the Year Award.

Further Enquiries

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Exhibition of the Year

The Exhibition of the Year Award recognises the combined team effort that is required to successfully plan, organise and manage an exhibition (public or trade).

An exhibition for the purposes of this Award is defined as an event at which goods and services for a specific industry are exhibited. This could either be as a stand-alone event or as part of a business event. The minimum exhibition size for this submission is no less than 40 exhibitors.

The exhibition must be considered significant in achieving objectives through the challenges, complexities, and imaginative use of resources, innovation, creativity and overall management.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EXHIBITION
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EXHIBITION

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the exhibition and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the exhibition perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the policy and processes of sustainability you implement in your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- Was the exhibition successful? Provide your answer with measurable metrics.
- Provide evidence of the host's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Exhibition of the Year Award.

Further Enquiries

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Government Event of the Year

The Government Event of the Year Award recognises the individual or combined team effort that is required to successfully plan, organise, and manage a key government event (local, state or federal) that took place either within Australia or internationally.

This category is not restricted to any number of delegates or participants.

The event must be considered significant in achieving objectives through the challenges, complexities, and imaginative use of resources, innovation, creativity and overall management.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EVENT

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the policy and processes of sustainability you implement in your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- Was the event successful? Provide your answer with measurable metrics.
- Provide evidence of the host's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Government Event of the Year Award.

Further Enquiries

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Incentive Event of the Year

The Incentive Event of the Year Award recognises the combined team effort that is required to successfully plan, organise, and manage an incentive that took place in Australia or overseas.

An incentive is considered a one-time or infrequently occurring event of limited duration that provides employees with specialty, leisure and social/memorable experiences beyond their everyday employment.

The event must be considered significant through its multifaceted approach, in achieving objectives, through the imaginative use of resources, innovation and creativity.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE INCENTIVE

Further Enquiries

Meetings & Events Australia

admin@mea.org.au

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the policy and processes of sustainability you implement in your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900
Was the event successful? Provide your answer with measurable metrics.
Provide evidence of the host's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Incentive Event of the Year Award.

Further Enquiries

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Major Event or Festival of the Year

The Major Event or Festival of the Year Award recognises the combined team effort that is required to successfully plan, organise, and manage a public event including major sporting events, and mass participation events and festivals, including but not limited to arts, cultural, technology, food and music festivals.

The event must be considered significant through its multifaceted approach, in achieving objectives, through the imaginative use of resources, innovation, and creativity.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EVENT

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the policy and processes of sustainability you implement in your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- Was the event successful? Provide your answer with measurable metrics.
- Provide evidence of the client/customer's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Major Event or Festival of the Year Award.

Further Enquiries

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Regional Event of the Year

The Regional Event of the Year Award recognises the combined team effort that is required to successfully plan, organise, and manage an event in regional Australia.

Regional Australia refers to the areas outside the major capital cities in each state and territory, as well as any centre that has a population of more than 500,000.

Regional events can be public or business events (conferences, exhibitions, festivals or sporting events) held in a regional area of Australia, either as a one-off event or held on a regular basis.

The event must be considered significant through its multifaceted approach, in achieving objectives, through the imaginative use of resources, innovation and creativity.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EVENT

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the sustainability policy and processes that you implement within your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- Was the regional event successful? Provide your answer with measurable metrics.
- Provide evidence of the client/customer's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.
-

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Regional Event of the Year Award.

Further Enquiries

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Special Event of the Year

The Special Event of the Year Award recognises the combined team effort that is required to successfully plan, organise, and manage a special event that took place in Australia or internationally.

A special event is considered a one-time or infrequently occurring event of limited time duration that provides the audience with specialty, leisure and social/memorable experiences beyond their everyday experiences.

The event could be a special event as part of a conference, incentive, exhibition, or program. Including awards events, weddings, and gala/VIP events.

The event must be considered significant through its multifaceted approach, in achieving objectives, through the imaginative use of resources, innovation, and creativity.

SCORING

How your submission is weighted:

- Event Significance – 5%
- Financial Performance – 5%
- Sustainability – 5%
- Project Planning & Resource Management – 30%
- Challenges & Response – 30%
- Outcome & Evidence – 20%
- Final Statement – 5%

EVENT PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE AN OVERVIEW OF THE EVENT
- OUTLINE THE OBJECTIVES AND PURPOSE OF THE EVENT

Further Enquiries

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EVENT SIGNIFICANCE

Maximum word count for this section: 300
Detail the significance of the event and its impact.

FINANCIAL PERFORMANCE

Maximum word count for this section: 300
How did the event perform in a financial capacity?

SUSTAINABILITY

Maximum word count for this section: 300
Outline the sustainability policy and processes that you implement within your organisation.

PROJECT PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200
Provide insight into how you planned this project. Use examples.

CHALLENGES & RESPONSE

Maximum word count for this section: 1,200
Demonstrate your use of creativity, originality, and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 900

- Was the regional event successful? Provide your answer with measurable metrics.
- Provide evidence of the client/customer's satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.
-

FINAL STATEMENT

Maximum word count for this section: 300
Summarise your submission and let us know why you should win the 2024 Special Event of the Year Award.

Further Enquiries

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Company Awards

Event Management Awards

Event Agency

The Event Agency Award judges the business of running an event agency whose major source of income is derived from events other than conferences, rather than the organisation of one particular event. Event Agencies may organise conferences as part of their business, but if most of the revenue is derived from conferences, submissions should be entered for the Professional Conference Organisation Award.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Project Planning & Client Management – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE A GENERAL DESCRIPTION OF YOUR BUSINESS AS IT RELATES TO EVENTS
- WHAT IS YOUR ORGANISATION'S HISTORY OF INVOLVEMENT IN THE EVENTS INDUSTRY
- WHAT IS YOUR ORGANISATIONAL STRUCTURE, AS IT RELATES TO EVENTS

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BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 900

- Describe your business planning process undertaken in the qualifying period.
- Describe the ways you manage resources and staff to achieve the most effective outcomes over the qualifying period.

PROJECT PLANNING & CLIENT MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you plan your events. Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Provide some insight into your organisation's achievements in the qualifying period.
- Provide evidence of your client satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event Agency Award.

Further Enquiries

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In-house Event Management Team Award (Association, Corporate or Government)

The In-House Event Management Team (Association, Corporate and Government) Award judges the business of running an ‘in-house’ event management team within an Association, Corporate organisation or Government department, rather than the organisation of any one event.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Project Planning & Client Management – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE A GENERAL DESCRIPTION OF YOUR BUSINESS AS IT RELATES TO EVENTS
- WHAT IS YOUR ORGANISATION’S HISTORY OF INVOLVEMENT IN THE EVENTS INDUSTRY
- WHAT IS YOUR ORGANISATIONAL STRUCTURE, AS IT RELATES TO EVENTS

Further Enquiries

Meetings & Events Australia

admin@mea.org.au

(02) 9929 5400

www.meetingsevents.com.au



BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 900

- Describe your business planning process undertaken in the qualifying period.
- Describe the ways you manage resources and staff to achieve the most effective outcomes over the qualifying period.

PROJECT PLANNING & CLIENT MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you plan your events. Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Provide some insight into your organisation's achievements in the qualifying period.
- Provide evidence of your client satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event In-house Event Management Team Award.

Further Enquiries

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Professional Conference Organisation

The Professional Conference Organisation Award judges the business of running a conference management organisation, as distinct from the organisation of any one event or conference. Professional Conference Organisers may manage other event types as part of their business but should the major source of revenue be generated by other event types, submissions should be entered for the Event Agency Award.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Project Planning & Client Management – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE A GENERAL DESCRIPTION OF YOUR BUSINESS AS IT RELATES TO EVENTS
- WHAT IS YOUR ORGANISATION'S HISTORY OF INVOLVEMENT IN THE EVENTS INDUSTRY
- WHAT IS YOUR ORGANISATIONAL STRUCTURE, AS IT RELATES TO EVENTS

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BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 900

- Describe your business planning process undertaken in the qualifying period.
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PROJECT PLANNING & CLIENT MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you plan your events. Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Provide some insight into your organisation's achievements in the qualifying period.
- Provide evidence of your client satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Professional Conference Organisation Award.

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Venue Awards

Event Hotel of the Year

The Event Hotel of the Year Award recognises hotels that offer both meeting and event spaces, along with accommodation options. There are no restrictions on the number of function rooms or the maximum delegate capacity the hotel can handle.

Submissions for this Award must be on behalf of a single venue and will not cover multiple venues for a group of companies.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Event Planning, Operations & Client Management – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

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BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 900

- Describe your business planning process undertaken in the qualifying period.
- Describe the ways you manage resources and staff to achieve the most effective outcomes over the qualifying period.

PROJECT PLANNING & CLIENT MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you plan your events. Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Provide some insight into your organisation's achievements in the qualifying period.
- Provide evidence of your client satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event hotel of the Year Award.

Further Enquiries

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Event Venue: Capacity Less than 1,000

The Event Venue: Capacity \leq 1,000 Award recognises venues that, configured theatre-style in their largest event space, have a capacity of 1,000 or less people inclusive, and that do not offer an onsite accommodation option.

Submissions for this Award must be on behalf of a single venue and may not cover multiple venues for a group of companies.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Event Planning, Operations & Client Management – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

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PROJECT PLANNING & CLIENT MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you plan your events. Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Provide some insight into your organisation's achievements in the qualifying period.
- Provide evidence of your client satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event Venue: Capacity Less than 1,000 Award.

Further Enquiries

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Event Venue Capacity More than 1,000

The Event Venue: Capacity \geq 1,000 Award recognises venues that, configured theatre-style in their largest event space, have a capacity of equal to or more than 1,000 people, and that do not offer an onsite accommodation option.

Submissions for this Award must be on behalf of a single venue and may not cover multiple venues for a group of companies.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Event Planning, Operations & Client Management – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

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- PROVIDE A GENERAL DESCRIPTION OF YOUR BUSINESS AS IT RELATES TO EVENTS
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BUSINESS PLANNING & RESOURCE MANAGEMENT

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PROJECT PLANNING & CLIENT MANAGEMENT

Maximum word count for this section: 1,200

Provide insight into how you plan your events. Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

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CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event Venue: Capacity More than 1,000 Award.

Further Enquiries

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Event Production & Services Awards

Audio Visual Services

Audio Visual (AV) services are an essential component of contemporary events by enabling the audience to experience the event, view supporting images, and to hear what is said. Audio Visual sets the tone and atmosphere at an event and is critical to the successful delivery of a physical or virtual event.

The Audio Visual Services Award focuses on evidence of high-quality service, creative problem solving, technical competence, client empathy, overcoming obstacles, reliability, a 'can do' attitude and commercial success.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 30%
- Challenges & Responses – 40%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

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CHALLENGES & RESPONSES

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Share some of your staff's achievements during the qualifying period.
- Provide evidence of your client/customer satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Audio Visual Services Award.

Further Enquiries

Meetings & Events Australia

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(02) 9929 5400

www.meetingsevents.com.au



Banquet & Catering

The Banqueting & Catering Award recognises the hard work and efforts of the team's delivering excellence through providing food and beverage services for conferences, exhibitions, and events

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 30%
- Challenges & Responses – 40%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE A GENERAL DESCRIPTION OF YOUR BUSINESS AS IT RELATES TO EVENTS
- WHAT IS YOUR ORGANISATION'S HISTORY OF INVOLVEMENT IN THE EVENTS INDUSTRY
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BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200

- Describe your business planning process undertaken in the qualifying period.
- Describe the ways you manage resources and staff to achieve the most effective outcomes over the qualifying period.

CHALLENGES & RESPONSES

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Share some of your staff's achievements during the qualifying period.
- Provide evidence of your client/customer satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Banquet & Catering Award.

Further Enquiries

Meetings & Events Australia

admin@mea.org.au

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Event Marketing

The Event Marketing Award focuses on recognising the creativity, innovation and success of marketing strategies and campaigns from any sector of the events industry.

It focuses specifically on the marketing strategies and creative campaigns that have built awareness, developed communities and audiences or achieved a specific return on investment for an exhibition, destination, brand, business, or public event (live or virtual).

SCORING

How your submission is weighted:

- Marketing Strategy – 20%
- Approach – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

PROVIDE AN OVERVIEW OF THE EVENT OR CAMPAIGN

Further Enquiries

Meetings & Events Australia

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MARKETING STRATEGY

Maximum word count for this section: 900

Describe your campaign planning process.

APPROACH

- *Maximum word count for this section: 1,200*
- Provide an overview of the campaign, including use of platforms, channels, and the creative and engagement techniques used.
- Provide an insight into speaker, delegate, sponsor or exhibitor engagement activities and processes.
- Describe the creative or innovative ways in which technology or specific platforms were used to elevate the event/attract numbers/increase visitation/provide a 'wow' factor.
- How was sustainable practice included in this campaign?

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

Include details of the effectiveness of the campaign compared to previous campaigns (year-on-year growth – if applicable)

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

Further Enquiries

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SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event Marketing Award.

Further Enquiries

Meetings & Events Australia
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Event Technology

The Event Technology Award recognises the importance of technologies through the events industry, reliance on those technologies, their complexity and adoption.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 30%
- Challenges & Responses – 40%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 600

- PROVIDE A GENERAL DESCRIPTION OF YOUR BUSINESS AS IT RELATES TO EVENTS
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BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 1,200

- Describe your business planning process undertaken in the qualifying period.
- Describe the ways you manage resources and staff to achieve the most effective outcomes over the qualifying period.

CHALLENGES & RESPONSES

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Share some of your staff's achievements during the qualifying period.
- Provide evidence of your client/customer satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Event Technology Award.

Further Enquiries

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Exhibition Services

The Exhibition Services Award recognises the hard work and effort of companies supporting the conference, meetings and exhibitions industry through the provision of physical and/or virtual exhibition services.

Exhibition Services refer to the design and construction of custom-built displays, the provision of shell scheme booths, graphics, signage, furniture, audio visual & lighting for public & trade exhibitions, meetings with exhibitions, roadshows, portable displays and more.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 30%
- Challenges & Responses – 40%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

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BUSINESS PLANNING & RESOURCE MANAGEMENT

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CHALLENGES & RESPONSES

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Share some of your staff's achievements during the qualifying period.
- Provide evidence of your client/customer satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Exhibition Services Award.

Further Enquiries

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Speakers, Entertainers & Team Builders

The Speakers, Entertainers and Team Builders Award recognises the role that these individuals play in the delivery of physical or virtual events. The Award acknowledges excellence in the delivery of presentations and activities that inspire and motivate audiences, and that enhance, support, or positively impact the experience or outcomes of an event.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 30%
- Challenges & Responses – 40%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

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BUSINESS PLANNING & RESOURCE MANAGEMENT

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CHALLENGES & RESPONSES

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Share some of your staff's achievements during the qualifying period.
- Provide evidence of your client/customer satisfaction. In addition to this, please upload one client/key supplier testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Speakers Entertainers and Team Builders Award.

Further Enquiries

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Specialist Services & Suppliers

The Specialist Services & Suppliers Award recognises the many and varied support services essential to the successful delivery of events. It focuses on the excellence in the delivery of specialist services that enhance, support or positively impact the planning, delivery, and experience of outcomes of a physical and/or virtual meeting or event.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 30%
- Challenges & Responses – 40%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

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BUSINESS PLANNING & RESOURCE MANAGEMENT

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CHALLENGES & RESPONSES

Maximum word count for this section: 1,200

Demonstrate your use of creativity, originality and innovation in managing challenges. Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Share some of your staff's achievements during the qualifying period.
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CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Specialist Services & Suppliers Award.

Further Enquiries

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Excellence in Industry

Destination Marketing Business

The Destination Marketing Business Award focuses on destination marketing services relating specifically to the events sector. It does not cover general tourism, hospitality, or destination activities in the case of tourist organisations. This Award enables organisations to discuss and promote the quality of the services they provide and the results within a specific time period.

SCORING

How your submission is weighted:

- Business Planning & Resource Management – 20%
- Sales & Marketing Activities – 30%
- Challenges & Responses – 20%
- Outcome & Evidence – 15%
- Contribution to the Industry – 5%
- Sustainability – 5%
- Final Statement – 5%

BUSINESS PROFILE

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- WHAT IS YOUR ORGANISATIONAL STRUCTURE, AS IT RELATES TO EVENTS

BUSINESS PLANNING & RESOURCE MANAGEMENT

Maximum word count for this section: 900

- Describe your business plan review process.
- Describe the ways you manage resources and staff to achieve the most effective outcomes.

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SALES & MARKETING ACTIVITIES

Maximum word count for this section: 1,200

What sort of marketing initiatives and/or bidding strategies has your organisation used to encourage meetings and events into your destination?

Use up to 5 examples.

CHALLENGES & RESPONSES

Maximum word count for this section: 900

Demonstrate your use of creativity, originality and innovation in managing challenges.

Use up to 5 examples.

OUTCOME & EVIDENCE

Maximum word count for this section: 600

- Staff achievements in the qualifying period.
- Provide evidence of your client/member/stakeholder satisfaction. In addition to this, please upload one client/member/stakeholder testimonial as a PDF to the submission portal.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 300

Describe how your activities have contributed to the growth and professionalism of the events industry overall.

SUSTAINABILITY

Maximum word count for this section: 300

Outline the sustainability policy that you implement within your organisation.

FINAL STATEMENT

Maximum word count for this section: 300

Summarise your submission and let us know why you should win the 2024 Destination Marketing Business Award.

Further Enquiries

Meetings & Events Australia

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Individual Awards

Event Educator of the Year

The Event Educator of the Year Award recognises the hard work and efforts of an individual person involved in the formal teaching of tertiary-level event management education.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 25%
- Learner Needs & Focus – 25%
- Contribution to the Organisation – 20%
- Connection to the Industry – 20%
- Sustainability – 5%
- Accreditation – 5%

PERSONAL PROFILE

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 300

PROVIDE AN OVERVIEW OF THE NOMINEE'S BACKGROUND

Further Enquiries

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HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the delivery of education resulting in outstanding teaching, service to students and value to the nominee's employer.

LEARNER NEEDS & FOCUS

Maximum word count for this section: 900

Describe how the nominee has enhanced the learning and development of students enrolled in event management qualifications that they are responsible for designing and/or delivering.

CONTRIBUTION TO THE ORGANISATION

Maximum word count for this section: 900

Outline the results the nominee has achieved. Demonstrate how they have worked in the best interests of students and the employing organisation.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 900

Describe how the nominee has contributed to the growth and professionalism of the events industry overall and has maintained connection to the industry in an events professional context.

SUSTAINABILITY

Maximum word count for this section: 250

Outline any sustainability policy and processes that the nominee advocates to their students.

ACCREDITATION

Does the nominee hold MEA Accreditation or recognition?

Does the nominee hold another Accreditation or Certification? Have any been acquired during the qualifying period?

Further Enquiries

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Event Manager of the Year - Agency

The Event Manager of the Year: Agency Award recognises the hard work and efforts of an individual person who has demonstrated exceptional skills in the management of events or special events by showcasing outstanding service to clients and adding value to their organisation or agency.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 20%
- Contribution to the Organisation – 30%
- Contribution to the Industry – 30%
- Sustainability – 15%
- Accreditation – 5%

Further Enquiries

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HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the delivery of events (live, virtual or hybrid) resulting in outstanding services and results for the client.

CONTRIBUTION TO THE ORGANISATION

Maximum word count for this section: 1,200

Provide examples of the nominee's achievements in producing outstanding results for their event agency. What skills and processes have they utilised to achieve excellence?

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 1,200

Describe how the nominee has contributed to the growth and professionalism of the events industry overall. Outline the benefits to the industry of their contribution.

SUSTAINABILITY

Maximum word count for this section: 600

Outline the sustainability policy and processes that are implemented for your events (live, virtual or hybrid) and team.

ACCREDITATION

- Does the nominee hold MEA Accreditation or recognition?
- Does the nominee hold another Accreditation or Certification?

Further Enquiries

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Event Manager of the Year – PCO

The Event Manager of the Year: PCO Award recognises the hard work and efforts of an individual person who has demonstrated exceptional skills in conference and event management by providing outstanding service to their clients and contributing to their organisation’s well-being and success.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 20%
- Contribution to the Organisation – 30%
- Contribution to the Industry – 30%
- Sustainability – 15%
- Accreditation – 5%

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HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the delivery of events (live, virtual or hybrid) resulting in outstanding services and results for the client.

CONTRIBUTION TO THE ORGANISATION

Maximum word count for this section: 1,200

Provide examples of the nominee's achievements in producing outstanding results for their event agency. What skills and processes have they utilised to achieve excellence?

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 1,200

Describe how the nominee has contributed to the growth and professionalism of the events industry overall. Outline the benefits to the industry of their contribution.

SUSTAINABILITY

Maximum word count for this section: 600

Outline the sustainability policy and processes that are implemented for your events (live, virtual or hybrid) and team.

ACCREDITATION

- Does the nominee hold MEA Accreditation or recognition?
- Does the nominee hold another Accreditation or Certification?

Further Enquiries

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In-house Event Manager of the Year (Association, Corporate or Government)

The In-House Event Manager of the Year: Association, Corporate or Government Award recognises the hard work and efforts of an individual person who has demonstrated exceptional skills in event management by providing outstanding service to their employer, external stakeholders or within their department.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 20%
- Contribution to the Organisation – 30%
- Contribution to the Industry – 30%
- Sustainability – 15%
- Accreditation – 5%

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HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the delivery of events (live, virtual or hybrid) resulting in outstanding services and results for the client.

CONTRIBUTION TO THE ORGANISATION

Maximum word count for this section: 1,200

Provide examples of the nominee's achievements in producing outstanding results for their event agency. What skills and processes have they utilised to achieve excellence?

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 1,200

Describe how the nominee has contributed to the growth and professionalism of the events industry overall. Outline the benefits to the industry of their contribution.

SUSTAINABILITY

Maximum word count for this section: 600

Outline the sustainability policy and processes that are implemented for your events (live, virtual or hybrid) and team.

ACCREDITATION

- Does the nominee hold MEA Accreditation or recognition?
- Does the nominee hold another Accreditation or Certification?

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MEA Future Leader

The MEA Future Leader of the Year Award recognises the hard work and efforts of an individual person who has demonstrated their commitment to the events industry, a keen interest in MEA, and in future leadership.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 20%
- Organisational Impact & Contribution – 30%
- Industry Involvement & Leadership Qualities – 30%
- Nominee's Vision – 20%

HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the management of events (live, virtual or hybrid) resulting in outstanding services to your clients and to their employer.

ORGANISATIONAL IMPACT & CONTRIBUTION

Maximum word count for this section: 1,200

Provide examples of the nominee's achievements during the qualifying period that demonstrate their potential as a future leader of the events industry.

INDUSTRY INVOLVEMENT & LEADERSHIP QUALITIES

Maximum word count for this section: 1,200

Demonstrate how the nominee's contribution to the events industry has exceeded expectations of an individual of their age, role, and experience. Provide further evidence of their future leadership potential.

NOMINEE'S VISION

Maximum word count for this section: 900

What issues does the nominee foresee challenging the sustainability of the Australian events industry, and what is their vision to overcome this?

Further Enquiries

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Operations Person of the Year

The Operations Person of the Year Award recognises the hard work and efforts of an individual employed by any events industry-related organisation, such as venues, caterers, exhibition organisers/contractors, audiovisual/staging and production, transport, or software/technology companies.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 20%
- Contribution to the Organisation – 30%
- Contribution to the Industry – 20%
- Sustainability – 15%
- Nominee's Vision – 15%

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HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the management of events (live, virtual or hybrid) resulting in outstanding services to clients and to their organisation.

ORGANISATIONAL IMPACT & CONTRIBUTION

Maximum word count for this section: 1,200

Outline the results the nominee has achieved. Demonstrate how they have worked in the best interest of clients and the employing organisation.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 900

Describe how the nominee has contributed to the growth and professionalism of the events industry overall. Outline the benefits to the industry of their contribution.

SUSTAINABILITY

Maximum word count for this section: 600

Outline the sustainability policy and processes that are implemented for your events (live, virtual or hybrid).

NOMINEE'S VISION

Maximum word count for this section: 600

What issues does the nominee foresee challenging the sustainability of the Australian events industry, and what is their vision to overcome this?

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Sales, Maranger or Business Development Person of the Year

The Sales, Marketing or Business Development Person of the Year Award recognises the hard work and efforts of an individual person who has demonstrated outstanding sales, marketing or business development skills within the events industry. The Award highlights those who have been successful in achieving both positive results and a significant profile for their organisation.

SCORING

How your submission is weighted:

- How the Nominee Delivers Excellence – 20%
- Contribution to the Organisation – 30%
- Contribution to the Industry – 20%
- Sustainability – 15%
- Nominee’s Vision – 15%

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HOW THE NOMINEE DELIVERS EXCELLENCE

Maximum word count for this section: 900

Provide evidence demonstrating exceptional skills in the procurement of events (live, virtual or hybrid) that have resulted in outstanding services to clients and to their organisation.

CONTRIBUTION TO THE ORGANISATION

Maximum word count for this section: 1,200

Outline the results the nominee has achieved for their organisation.

CONTRIBUTION TO THE INDUSTRY

Maximum word count for this section: 900

Describe how the nominee has actively contributed to the growth and professionalism of the events industry within the qualifying period. Outline the benefits to the industry of their contribution.

SUSTAINABILITY

Maximum word count for this section: 600

Outline the sustainability policy and processes that are implemented for your events (live, virtual or hybrid) and with your team.

NOMINEE'S VISION

Maximum word count for this section: 600

What issues does the nominee foresee challenging the sustainability of the Australian events industry, and what is their vision to overcome this?

Further Enquiries

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Outstanding Contribution Award

The Outstanding Contribution Award is the highest honour the MEA community bestows on an individual from within the Australian events industry. It is a recognition of the contribution made by the candidate and the influence they have within our industry.

This Award recognises major contributions across the industry on a national scale and MEA within the past five years. If no nominations are received, the MEA Board will nominate a person they believe deserves recognition for their contribution to the Association.

It is not necessary for this Award to be given out every year and the number of Awards within this category is not limited.

FORM OF AWARD

The recipient of this Award will receive a trophy and will be featured in MEA's Celebration of Excellence booklet.

CRITERIA

In nominating an individual for the Outstanding Contribution Award, regard should be given to the nominee's achievements over the past five years and ongoing contribution to the wider events industry. The individual need not be a current member of Meetings & Events Australia (MEA); however, the nominator must be a member of MEA.

To nominate someone for this Award, you are required to provide the following details:

- A written statement of 500 words on why the nominee deserves this recognition. This would include, but not be limited to, the following:
 - Demonstrated leadership in the events industry in Australia
 - Demonstrated excellence in their field
 - Specific examples of industry achievements and in particular how the nominee has given back to the industry
 - Achievements as an individual or as part of a group or organisation
- 3-5 supporting letters from individuals and organisations who endorse the nomination. Names, addresses, phone numbers and email addresses of the supporting contacts must be included.

We encourage you to also include supporting documentation with your nomination. This can include references, biographies, newspapers, or industry publication articles. All documentation will be retained by MEA.

Further Enquiries

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ELIGIBILITY OF NOMINEE

- This Award is not able to be given posthumously
- Self-nominations will not be accepted
- Nominees must be at least 25 years of age
- Unsuccessful nominees may be re-nominated in subsequent years
- The nominee need not be a current member of MEA

Further Enquiries

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