

**EVENT MANAGER OF**

**THE YEAR: PCO AWARD**

Submission Form

**AWARD DESCRIPTION**

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.

**ARE YOU ELIGIBLE TO APPLY?**

This Award is open to persons who are full-time or permanent part-time employed by a PCO/conference management business. The applicant’s main role must be the management and operations of meetings, exhibitions, and conferences for external clients.

Excludes: Special event company employees, agency event managers, or in-house event managers (association, government or corporate).

The National Winner of this Award will be eligible for the MEA Platinum Individual of the Year Award.

**GENERAL GUIDELINES**

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

**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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| **FULL NAME OF NOMINEE** | |
| *Please insert the name of the nominee in the black space provided. Please note, this will be the name displayed on all relevant marketing and trophies, should your application be successful.* | Insert name here |
| **NAME OF ORGANISATION** | |
| *Please insert the name of the organisation in the black space provided. Please note, this will be the name displayed on all relevant marketing and trophies, should your application be successful.* | Insert name here |

1. **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 company.**

*Examples of evidence could include but are not restricted to:*

* *Company awards/recognition*
* *Client evaluations*
* *Education and experience*
* *In what ways the nominee delivers excellence*
* *Testimonials from suppliers or clients*

Type response here. Space will expand.

1. **CONTRIBUTION TO THE ORGANISATION**

Maximum word count for this section: 1,200

**Provide examples of the nominee’s achievements that produced outstanding results for their organisation. Include an outline of the results that were achieved for either the organisation or the client.**

*Examples could include but are not restricted to:*

* *Contribution to the organisation’s strategic plan*
* *Financial results*
* *Implementation of processes and procedures*
* *Industry partnerships*
* *Managing staff/teams*
* *Objectives achieved*
* *Organisational profile*
* *Problem solving/overcoming challenges*
* *Repeat business*
* *Targets met/exceeded*

Type response here. Space will expand.

1. **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.**

*Examples could include but are not restricted to:*

* *Accreditation*
* *Involvement in industry panels or committees*
* *Membership of professional associations*
* *Mentoring*
* *Participation at industry forums or focus groups*
* *Presentations at professional development workshops/seminars*
* *Published articles in industry magazines/online forums*

Type response here. Space will expand.

1. **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.**

Type response here. Space will expand.

1. **ACCREDITATION**
2. **Does the nominee hold MEA Accreditation or recognition?**

**AEP** – Accredited Event Professional

**AFMEA** – Accredited Fellow of MEA

1. **Does the nominee hold another Accreditation or Certification? If so, please indicate this below.**

*Examples could include but are not restricted to:*

* *Certified Event Manager*
* *Diploma*
* *First Degree*
* *Higher Degree*
* *St Johns Ambulance Certificate*

Type response here. Space will expand.