

2023 MEA AWARDS TERMS AND CONDITIONS

Meetings & Events Australia (MEA) (ABN 002 967 366) is the owner, operator, and conveyor of the annual Meetings & Events Australia National Awards (Awards).

Upon submitting a competition entry, the entrant agrees that the full set of the 2023 MEA AWARDS TERMS AND CONDITIONS have been read, are understood, are agreed to, and are binding upon and will be adhered to by them insofar as the 2023 MEA Awards is concerned.

1. FUNDAMENTALS

- 1.1. All entries must be submitted online via the MEA Awards Portal. In doing so, the entrant consents to the storage and transfer of personal information in the cloud.
- 1.2. The closing date and time for entry is Monday 12 February 2024 at 11:59pm [AEDT]. No entry will be accepted thereafter.
 - 1.2.1. For purposes it may deem necessary, MEA reserves the right to extend the closing date and time.
- 1.3. Full payment must be made per entry and concurrently with submission. An entry will be considered invalid without co-payment.
- 1.4. Entry fees are Australian Dollar amounts and include GST. Please note all Visa and Mastercard purchases will incur a non-refundable 1.0% surcharge charged in Australian Dollars. All American Express purchases will incur a non-refundable 1.5% surcharge charged in Australian Dollars. No surcharge applies where payment is made by EFT.
- 1.5. Entry fees pertain to the submission only and are discrete of any state or national event at which awards are presented, for which separate registration and payment will be required.
- 1.6. MEA reserves the right to retain any fees charged to the extent permitted by law.
- 1.7. Entry fees are non-refundable once paid.
- 1.8. Entries are non-transferrable to any other person or organisation.
- 1.9. MEA reserves the right to reject an entry without giving reason or to terminate the progress of an entry at any time. All rejected entries will be refunded.
- 1.10. Entries must be submitted in the format of the template prepared for each award. For equity, material supplied superfluous to that requested will not be provided to judges.

2. WARRANTS

- 2.1. The nominated event/initiative/performance was delivered in the period 1/01/2023 to 31/12/2023 – with exception applying to the Outstanding Contribution Award for which there is no exclusive period.
 - 2.1.1. Events/initiatives/performances delivered outside of this period will not be considered.
- 2.2. Submitted materials (including images, photographs and/or video) are either owned by the entrant or sufficient rights for use have been granted where not owned.
 - 2.2.1. The entrant agrees to indemnify MEA against any loss or damage caused by breach of this warrant.
- 2.3. At the time of submitting the entry, the nominated individual or organisation can meet all their/its financial obligations including payments to suppliers, the Australian Taxation Office and/or employee obligations. The entrant agrees to notify MEA should the situation change prior to State/Territory and National Award presentations.
- 2.4. In the case of company awards, the person submitting the entry is a representative of the organisation who is authorised to do so.
- 2.5. All information in the submission is true, complete, and correct and if questioned can be successfully defended.
- 2.6. The nominated individual(s)/organisation(s) behave/operate consistent with MEA's [Code of Conduct](#).

3. ENTRANT RESPONSIBILITIES

Entrants are solely and entirely responsible for:

- 3.1. Gaining familiarisation with the unique requirements and criteria of any award for which a submission is being made.
- 3.2. Ensuring submission is done for the correct award category.
- 3.3. Uploading of submissions and supporting information and doing so before the closing date.

4. JUDGING

- 4.1. All entries are treated with the strictest confidence.
- 4.2. Only entries that meet eligibility requirements will be put forward to the judging panel.
- 4.3. The constitution of judging panels will be determined by MEA and remain confidential.
- 4.4. Entry responses will only be reviewed to the extent of advised word count limits. Content beyond those limits will be disregarded during assessment.
 - 4.4.1. Links embedded in text will not be reviewed by judges.
- 4.5. In order to progress to finalist status, a submission must score a mark of 70% or higher.
 - 4.5.1. No refund is entitled where failure to achieve a 70% score occurs.
- 4.6. All decisions and recommendations of judging panels are non-negotiable, binding and final. No correspondence will be entered into.

5. PERMISSIONS

MEA is granted unencumbered permission and right to:

- 5.1. Use all non-confidential material uploaded in a submission (including images, photographs and/or video) in any way to promote the 2023 MEA Awards including providing this material to third parties.
- 5.2. Use the entrant's name in media releases distributed announcing award winners.
- 5.3. Share entrant contact details with 2023 MEA Awards sponsors and partners.

Effective: Monday 16 October 2023