ILEA Esprit Awards Entry Guide: Completing an Award Entry

All completed entries, including payment must be submitted on or before 15, February 2019 at 11:59 p.m. Submissions received between 16 February, 2019 at 12:00 a.m. and 11 March, 2019 at 11:59 p.m. will incur an additional $50.00 USD fee. Any submissions submitted after 11 March, 2019 at 11:59 p.m. will not be accepted. All times are listed in Pacific Daylight Time.

Before Beginning an Entry

Step 1: Review and Select a Category

The Esprit Awards offer multiple categories representing the many different disciplines within the events industry. Identify the category that best fits your event or event component. All category criteria are listed under the Categories and Criteria tab on the ILEA Esprit Awards Website.

Step 2: Decide Your Entry Type

- **Single Entry:** An entry type for a current ILEA member. Single entries can be submitted into any Esprit category except the Best ILEA Event Volunteer Collaboration and Best ILEA Team Effort Categories.

- **Team Entry**: A team entry consists of two (2) or more ILEA team members who participated in planning and executing an event. Team entries of two (2) ILEA members can be submitted into any Esprit category with the exception of **Best ILEA Event Volunteer Collaboration** and **Best ILEA Team Effort.**
  - **Team Effort Categories**. Each entrant must pay the $100.00 USD (or $150.00 late submission) entry fee.
  - Team entries must contain three (3) or more ILEA team members for the **Best ILEA Event Volunteer Collaboration** and **Best ILEA Team Effort Categories**. Each ILEA entrant must pay the $100.00 USD (or $150.00 late submission) entry fee.

Step 3: For Team Entries (2+ entrants)

- Entrants will need their team members contact information, including their email address, company name, ILEA chapter name, and ILEA member ID**. Be sure to gather this information before beginning an entry.**
- All entrants, whether single or team, must be ILEA members in good standing on or before **15 February, 2019.** Non-ILEA members included in the entry will be omitted from the entry without refunds.
- Only one payment is permitted per team entry. One entrant must collect entry fees from all members participating and submit payment.

Step 4: Begin a New Entry

- Select the left menu **Add New Entry** tab.
- Through the online awards system, entrants are able to begin multiple entries, save and leave site to return later to finish or edit entries, pay for entries as completed or pay for multiple entries all at once after completing all entries.

> **Helpful Hint:** Print this guide for your reference as you fill out and submit your entry.

Tab 1 – Entrant(s) Information

The Entrant(s) Information tab requires that entrants enter their complete contact information. The Esprit Awards system operates through OmniCONTESTS, ILEA Awards vendor, and not the ILEA database. The entrant page will only be seen by ILEA staff.

Step 1: Add an Entry Title and Select a Category

- Verify that you've entered the correct category by reviewing the category description.
- Complete category descriptions can be found on the Categories & Criteria tab of ILEA Esprit website.

Step 2: Complete the Entrant form

- This information should be that of the award entrant(s).
- To find an ILEA member ID, log into your ILEA profile.
- The Entrant(s) Information must be fully completed before moving to the next award entry tab.

Step 3: Once Your Entry Form is Completed, Click SAVE On the Page

- Single entrants can proceed to the next entry tab.
- For team entries, use the remainder of the fields provided to complete your ILEA team members contact forms.

ENTRANTS WON'T BE ABLE TO PROCEED TO THE EVENT OVERVIEW TAB UNTIL ALL ENTRANT(S) INFORMATION IS COMPLETE.

Tab 2 – Event Overview

The event and entrant information obtained from the Event Overview tab is for nomination and Esprit Award recipient purposes only. Esprit Award judges will not see the event overview tab as part of their judging content. The Event Overview page will only be seen by ILEA Staff and can include an entrant's name, company name and logo. You can navigate the rest of the entry at this point, but you won't be able to submit the entry without completing all of the requirements.

Step 1: Complete the General Information

- **Event Name:** List the event name to appear in promotional materials (Can be repeated from Entrant(s) Information tab).
- **Client Name:** Will not be listed in promotional materials, but used as a reference to ensure no competition rules were broken.
- **Event Start/End Date**: Only events that have occurred between 1 January, 2018 and 31 December, 2018 can be submitted into the 2019 Esprit Awards Competition. The start and end dates can be the same. Verify that you've chosen a 2018 date in the awards system.
- **General Event Overview:** Describe the event and highlight its best features. The event description will be used in Esprit promotional materials and should be written in third person.

Step 2: Upload Representative Images

- Follow the instructions on the top of the Event Overview tab to upload two representative images.
- Upload two images that best represent your event entry.
- Include descriptions of your photos in 80 words or less.
- These photos are for marketing purposes. They are not included in your entry, do not count against your collateral uploads, and will not be seen by the judges. You can re-upload these photos in your event collateral section.

Step 3: Check the Statement of Entrant(s)

- Check the box provided to verify that the two chosen representative images can be used for Esprit promotional purposes.
- You will not be able to submit your award entry without completing all of the steps on this page.
- Click **SAVE** and continue to the Entry Questions tab.

> **Helpful Hint:** Programs such as Microsoft Word contain backend formatting, so that when text is copy/pasted from Word into systems such as Omni, it increases the character count, even though you cannot see the extra characters. If you would like to draft your entry before entering into Omni, please use **plain text**, in a program such as MS Notepad.

Tab 3 – Entry Questions

To ensure that the competition remains completely anonymous, **NO entrant name, entrant company name or logo, may appear in your entry on the Entry Questions, Entry Collateral Entry Budget** tabs. Violating this rule will result in an entry being disqualified. See the left menu Entry Guide & DQ tab for further information.

Exceptions:

- If an entrant is an employee of the client's company (i.e. a corporate planner), the entrant is permitted to use their client logo only. No image of the entrant or reference to the entrant as an employee is permitted.
- Best Industry Contribution is the only category that this rule doesn't apply.

Step 1: Agree To the Entrant Rule

- Check the box to verify you understand the entrant name, company name and logo rule.
- Entrant names, company names and logos appearing in an entry are the #1 reason entrants are disqualified each year**.**

Step 2: Answer Each Question Provided

- No website links or images are permitted within the entry question tab.
- All questions must include a response in order to submit your entry.
- 6,000 characters are approximately 3,000 words.
- Question responses can be written in a word program and copied to the Esprit system, however, the system automatically truncates once the 6,000 character limit is reached. Verify that your text responses are complete and correct.
- Click **SAVE** and continue to the Entry Collateral tab.

Tab 4 – Entry Collateral

The Entry Collateral page is the best way to showcase your event. Use the opportunity to display and highlight your event through images and video. **Reminder: NO Entrant name or images, entrant company name or logo, may appear in any part of the entry collateral tab, including file names or digital files.**

Step 1: Review Image Upload Instructions

- Review the steps on how to upload and describe your collateral.

Step 2: Review the Description of Acceptable Management Collateral Documents

> **Helpful Hint:** When in doubt, it's better to *not* list a company or person's name in any section of the form. And don't forget to check signage and watermarks in your photos to make sure your company isn't listed! As long as you have all **contact information** listed in the required Entrant and Team areas, the ILEA HQ can follow up if they have any questions. These are sections that the judges cannot see.

- Management collateral consists of the documents necessary for the pre-planning and production of events. Management collateral supports the event's development, pre-production, and post-production. Examples include: floor plans, timelines, contingency plans, production schedules, insurance riders, renderings, BEOs.
- Event photographs must be uploaded individually and each is considered one item. A multipage piece such as a timeline or production schedule will each be considered one piece.
- Story boards, collages, and inspiration boards are not permitted.

Step 3: Upload Your Management Collateral Pieces

- In 60 characters, define each upload in collateral description area.
- Maximum number of management collateral files: 10.
    - Exceeding the 10 file uploads will result in an entry being disqualified.
- Accepted file types include: .jpg, .jpeg, .bmp, .png, .pdf, .gif, .xlsx.
- Each file may not exceed 20 MB.

Step 4: Review the Description of Acceptable Event Collateral Documents

- Consists of the visuals/collateral/products that are used to create look, feel, and experience. Examples include photographs, invitations, menu cards, nametags and signage.
- Each photo is considered one item. A multipage piece such as a menu or program will each be considered one piece.
- Story boards, collages, and inspiration boards are not permitted.

Step 5: Upload Event Collateral Pieces

- In 60 characters, define each upload in collateral description area.
- Maximum number of management collateral files: 20.
    - Exceeding the 20 file uploads will result in an entry being disqualified.
- Accepted file types include: .jpg, .jpeg, .bmp, .png, .pdf, .gif, .xlsx.
- Each file may not exceed 20 MB.

Step 6: Review the Description of Acceptable Multi-media Files

- Multi-media collateral consists of content that captures the essence of the event and helps show the story of the event to the judges.
- Multi-media collateral is only **REQUIRED** for Best Event Videography and Best Technical Production and optional for all other categories.
    - Entrants not submitting in the Best Event Videography or Best Technical Production categories continue to Step 7 below for multi-media instructions.
    - Best Event Videography and Best Technical Production entrants continue to Step 8 below for multi-media instructions.

Step 7: Upload Multi-media Collateral (optional)

- In 2,100 characters or less, define your multi-media collateral in the description area.
- Collateral must be uploaded as a video file.
    - Accepted file types include: mov, wmv, wma, mp3, mp4
- Limit 1 video, no longer than 5-minute video file per entry.
- File may not exceed 250 MB.

Step 8: Best Event Videography and Best Technical Production – Upload Multi-media Collateral

- In 2,100 characters or less, define your multi-media collateral in the description area.
- Collateral must be uploaded as a video file.
    - Accepted file types include: mov, wmv, wma, mp3, mp4.
- Uploaded videos from YouTube, Vimeo, Vevo etc. cannot contain entrant names, entrant company names, or logos anywhere on the site, including, website extensions and user names.
- Limit 1 video, no longer than 10-minute video file per entry.
- File may not exceed 500 MB.

Tab 5 – Entry Budget

Categories that include a monetary value (i.e. Best Corporate Event over $150,000 USD) will require a budget. **Reminder: NO Entrant Name, Entrant Company Name, or Logo may appear in the budget tab, including file names or extensions.**

Step 1: Determine If Your Category Requires a Budget

- If your budget page shows the verbiage: THIS CATEGORY DOES NOT REQUIRE A BUDGET. PLEASE SKIP AND CONTINUE TO THE AWARD NOMINATION TAB., skip this tab and move to the award nomination tab.
- If your category requires a budget, continue to Step 2.

Step 2: Carefully Review and Identify Your Budget Requirements

- The budget template provided must be used. Each budget template has its own set of instructions. Read them carefully.
- All budgets must reflect the RETAIL value in US Dollars.
- A category that covers an entire event from concept to completion (Corporate, Social, Non-Profit, Team, Public, Wedding, and Meeting-Conference) requires a whole event budget. Continue to Step 3 for more budget specific requirements.
- A category that covers an event service or element (Design/Décor or Entertainment) requires a budget for services only. Continue to Step 4 for more budget specific requirements.

Step 3: Budget Requirements for Categories that Encompass Events from Concept to Completion

- Provide the RETAIL value in US Dollars for the ENTIRE event.
- The budget needs to include each event element and every dollar spent.
- Convert donated, sponsored, inventory items, and preferred supplier rates and discounts to the retail market value.
- Failure to disclose the full RETAIL market value for every event element will result in an entry disqualification.

Step 4: Budget Requirements for Categories that Offer an Event Element or Service that Supports the Event

- Provide the RETAIL value in US Dollars for the products or services identified in your category.
- Convert donated, sponsored, inventory items, preferred supplier rates and discounts to the retail market value.
- Failure to disclose the RETAIL market value for the products and/or services identified in your category will result in an entry being disqualification.

Step 5: Download and Complete the Budget with the Budget Template Provided

- Follow the directions online to download, complete, save, and upload your budget.
- When saving a budget, verify that the file name doesn't include any entrant details.
- Verify that the correct budget file is uploaded.
- Click **SAVE**.

Tab 6 – Award Nomination Information

The nomination information tab ensures that each nominee and award recipient's information is listed and pronounced correctly.

Step 1: Include Your Preferred Information for Every Entrant Included in Your Entry

- **Preferred Display Name:** This must be the name of the entrant, but can display a preferred name (i.e. Jen instead of Jennifer). This field cannot display a company name.
- **Phonetic Name Spelling:** This step eliminates names being mispronounced in nomination announcements. It is an optional step.
- **Award Engraving:** The entrant name, company name or both are the only items that can be included on the award engraving.

Step 2: Follow the Directions on the Page to Include Additional Entrant's Information

> **Helpful Hint:** The award engraving portion is small and often overlooked, but is very important. This section is not seen by the judges. Make sure everything is written as you'd like it transcribed on your award, should you win!

Tab 7 – Statement of Entrants

The statement of entrants ensures that each entrant understands and complies with the rules of the competition.

Step 1: Carefully Review Each Statement

- Check the box associated with each statement to acknowledge the rules of the competition.

Step 2: Review Entry and Alternative Submit Options

- Review each entry tab and verify that collateral is uploaded correctly, entrant information is complete, and responses to questions are accurate.
- To confirm every entry requirement is met, navigate to the left menu **View/Edit Entries** tab. Find your entry and select the incomplete status. Any entry requirements not met will be listed.
- It is suggested to have someone else, such as a work colleague, review your entry.

Step 3: Review Alternative Submit Entry Options

- Entrants can submit completed entries at any time before the deadlines.
- To finish entries in the future, click SAVE and exit the competition. When logged back in, click on the left menu **View/Edit Entries** tab to return to your entry.
- Once the entry is paid for, it is submitted and can no longer be edited.

Step 4: Instructions to Submit Your Entry

- **SAVE** your entry.
- Navigate to the left menu **View/Edit Entries** tab.
- Follow the instructions to submit an award entry.

Left Menu – View/ Edit Entries Tab

The **View/Edit Entries** tab is intended to help you manage your entries. You can begin multiple entries, save and return to finish or edit entries, pay for completed entries (one at a time) or pay for multiple entries all together.

Step 1: Review Your Entry One Final Time

- Once on the **View/Edit Entries** tab, click on the *"Incomplete"* status next to your entry.
- By clicking on the *"Incomplete"* status, entrants will be redirected to an entry checklist which displays any unmet requirements. Click on the links associated with any entry requirement not met. Complete any unmet requirements.
- Only when the entry checklist page displays the message *"Payment Requirement Not Met"* is the entry complete and ready to be paid for and submitted.

Step 2: Entry Ready to Submit

- When the entry checklist page only displays the message *"Payment Requirement Not Met"* and the entrant is ready to complete the submission, click on the left menu **SUBMIT** tab.
- When the entry checklist only displays the message **"Payment Requirement Not Met"** and you are ready to submit your entry into the competition, navigate to the **"PAY NOW"** left menu tab.

Left Menu – Submit Tab

The SUBMIT tab takes entrants to an entry invoice list. The invoice list displays all paid/unpaid entries.

Step 1: SUBMIT Entry(s)

- Once on the "SUBMIT" left menu tab, in the invoice list, check the box next to the entries you intend to pay for and submit. The invoice list displays all entries. Uncheck any boxes that you do not want to pay for/submit.
- Pay by credit card or follow instructions to make payment via check.
  - To pay for an entry(s) via credit card continue to Step 2.
  - To pay for entry(s) via check continue to Step 3.

Step 2: Preferred Option- Pay Entry Fee Via Credit Card

- Ensure the correct entries are selected on the invoice list and click on the **PAY BY CREDIT CARD** button.
- Enter your billing information, confirm that the **Amount Payable** is correct, and input your payment details.
- Select the **PAY NOW** button to complete the transaction and submit your entry.
- Entrants will receive email notifications that payment has been approved and their submission is complete.
- On the left menu **View/Edit Entries** tab, paid entries will display the status **SUBMITTED.**

Step 3: Option- Pay Entry Fee Via Check

- Check payment submissions must be postmarked **FIVE DAYS BEFORE** the entry deadline(s) – **15 February, 2019** for standard entries and **11, March 2019** for extended deadline entries.
- Only one check payment is permitted for team entries.

- Pay by check entries will display an *"Incomplete"* status until payment is received and processed.
- To send a check payment: 1. In the invoice list, check the boxes associated with the entry(s) to be included in the check payment. 2. Print the invoice list (this page). 3. Make checks payable to The International Live Events Association. 4. Mail check payment and invoice list to *ILEA Headquarters, Attn: Esprit Award Entries, 330 N Wabash Ave. Suite 2000 Chicago, IL 60611 USA*
- After the payment is processed, the entry(s) status will be updated to **SUBMITTED** and the entrant will receive email notifications that payment has been approved and their submission is complete.
- Any unpaid or late entries will be omitted from the competition.

> **Helpful Hint:** Mailed checks can take up to 3 weeks to process. If you're submitting payment any time after mid-February, paying online is a better option in order to meet the entry deadline.

Entry Submission Follow-up

Step 1: Return to the Left Menu View/Edit Entries Tab

- Verify that all paid entry(s) display the status, **SUBMITTED.**
- Save a copy of your entry by clicking on the **Print** field in your entry list.
- Entrants can delete any incomplete or unwanted entry(s) by clicking on the **Delete** field.
- Paid entries can only be printed and not edited.

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