



## Awards FAQs

### How can I nominate?

You can view the ITM Award Categories [here](#). Each Awards tile links to their corresponding nomination form. ITM uses Microsoft Forms to collate applications. Supporting evidence and/or additional information can be sent to [secretariat@itm.org.uk](mailto:secretariat@itm.org.uk) to be considered alongside your application. Kindly indicate the Award category and nominee within the subject line to avoid confusion.

Please contact us if you have any difficulty in view/ submitting and a form and we can arrange for it to be sent to you via email.

### Are there any restrictions on the number of nominations?

There is no limit on the number of nominations submitted. Multiple people can nominate for the same team and/ or person. Submissions may also be entered for multiple award categories if they meet the criteria summarised within the award description – [check eligibility here](#).

### Can I nominate myself?

Yes, we welcome all submissions.

### Are there any restrictions on who can nominate?

The ITM Awards are open to all, including non ITM members. Both nominees and those nominating do not need to hold an ITM membership; however, we encourage those participating, to set up a free Connect membership so that they can opt into our communications to keep informed of announcements.

### What are the key dates that I should be aware of?

Nominations are open until 21 February. Finalists will be announced in the beginning of April. The winner of the Travel Buyer of the Year award will be announced at ITM's Spring Conference: INSPIRE during the Gala dinner on the evening of 30 April. Winners for all other award categories will be announced at the ITM Achievement Awards on 13 June.

### What is required for each submission?

There are typically 3 to 4 main questions per award category to help you structure your submission. Criteria includes: the delivery/ area addressed, investment/ innovative changes, stakeholder engagement and success measurement. Applicants are given the option to provide supporting evidence by emailing [secretariat@itm.org.uk](mailto:secretariat@itm.org.uk) with the award category and nominee within the subject line.

By completing a submission, you agree to the publicity of your nominee(s) should they be shortlisted for that award.

### Are there any costs involved?

All categories are free to enter. If you'd like to attend the Awards Ceremony on 13 June 12:00 – 17:00 (BST), then you can secure your seat [here](#). Single tickets are just £89 (excl. VAT) and tables of ten can be purchased for £890 (excl. VAT) respectfully. All tickets include a three-course lunch with complimentary drinks plus networking opportunities throughout the event. Note the Travel Buyer of the Year award is announced at the ITM Spring Conference: INSPIRE as part of the Gala Dinner on the evening of the 30 April.



### **What happens to my nomination?**

Our judging panel have accepted the strict confidentiality terms set for the ITM Awards and will not share details outside of their judging remit. A short description of the winning entry is shared at the Awards ceremony and related communications do not share customer sensitive or competitive information.

### **Can I submit my entry anonymously?**

If you'd like to remain anonymous when submitting your nomination - please indicate within your submission and your details will not be shared with the person(s) nominated. Nominees and their respective applicants are contacted in confidence with details of the Awards ceremony should they wish to attend. We will not share the origin of the submission if you have expressly asked us not to do so.

### **Why do you need contact details for both the nominee and applicant (person submitting form)?**

Contact details for both the nominee and person completing the nomination (applicant) are requested during the submission process. The applicant's details are only shared with the lead judge (or panel with your consent) if they wish to direct any questions or require additional context regarding a submission. There are some instances where applications are recommended for other categories or perhaps are not eligible for the category submitted. In this instance, the applicant will be contacted to ask permission for their submission to be considered for another award if appropriate.

Nominee details are used to invite finalists to the award ceremony and to validate submissions (e.g. Buyer nomination for Travel Buyer of the Year) but are not shared.

### **Are there any further requirements once the nomination has been submitted?**

Aside from a potential email to confirm/ validate entries for multiple award categories, there is no further commit required. You may be asked to provide clarity on certain areas of your submission if required. Plus, finalists will be asked if they would like to attend the Award ceremony on the 13 June. Winners are asked to accept their award on stage but are not required to give a speech. A brief Q&A for our blog will be requested via Zoom/ Teams post event.

### **What happens during the judging process?**

Our judging panel has been selected to provide a diverse and knowledgeable perspective, operating as a fair and impartial member of the business travel community. Demonstrating extensive experience in a wide range of sectors and professional backgrounds, the panel is segmented into award categories to independently judge each submission within that remit. Scores are sent to our lead judge for final analysis and the opportunity to discuss entries before a winner is selected. This two-step process ensures that submissions are reviewed fairly and without bias.

### **What are the timings and location of the Award ceremony?**

The Achievement Awards takes place at the Royal National Hotel, London on Friday 13 June, 12:00 – 17:00 (GMT). [View agenda here](#). Please note that the Travel Buyer of the Year is announced prior to this date at the ITM Spring Conference: INSPIRE as part of the Gala Dinner on the evening of the 30 April. All other award category winners are announced at the Achievement Awards.

### **What will the winner receive?**



Winners are presented with a sustainable glass award which can be taken home on the day. Social assets alongside a lozenge which can be displayed on email signature(s) and on your company's website will be provided free of charge to help successful finalists celebrate their win.

**Still haven't answered your question?**

We're here to help. For any additional questions or further support on the Awards, please contact our helpful ITM team at [secretariat@itm.org.uk](mailto:secretariat@itm.org.uk). All emails are confidential, and enquiries are responded to with discretion.