



EMPAA 2024 **Awards Process & Scoring Criteria**

For the purposes of transparency and integrity of the East Midlands PA Awards (“EMPAA”), the EMPAA Committee provide the below information in relation to the Awards process and scoring criteria.

Process

1. Awards nominations will open on a date pre agreed by the EMPAA Committee.
2. The EMPAA Committee may agree and announce an extension to the Awards nominations closing date.
3. Awards nominations will then close on a date agreed by the EMPAA Committee.
4. All nominees will be invited to a complimentary celebration, where we can congratulate all 2024 nominees. A great opportunity to network and meet fellow nominees.
5. EMPAA Committee members will review and independently score all nomination forms against the criteria for each category for all categories, by an agreed deadline.
6. All nominees will receive a “Nominated” social square they can use, if they choose to announce their nomination on social media or via internal company newsletters.
7. Once all scores have been collated independently, the EMPAA Committee will meet in person to adjudicate, where we may agree to move some nominees into other more appropriate categories, depending on the nature of the nomination and the detail included in the Self-Nomination or Information Form.
8. All Finalists will be notified via email and will receive a “finalist” social square they can use, if they choose to announce their nomination on social media or via internal company newsletters.
9. Finalists will then be invited to attend an in-person Judging Day on a date agreed by the EMPAA Committee. In order to allow all finalists to prepare, 48 hours before the in-person Judging Day, they will receive advance notification of the questions they will be asked and expected to answer and a “project” that they will be required to complete and present to the Judges on the day.
10. It will be for the Judges to then deliberate and notify the EMPAA Committee who the winner of each category is. The winners will be announced at the Awards evening in September 2024 (exact date and venue TBC).

Scoring

EMPAA Committee Scoring

EMPAA Committee members will score the two sections of every form (Q.8 and Q.9 of the Self-Nomination Form *OR* Information Form), as well as any supporting testimonials or additional evidence you choose to submit. To give you an idea of how each nomination will be scored, we have included some pointers below:

- Overall quality of application content
- Specific examples against category criteria
- Quality of nomination or testimonials/additional evidence provided

Judging Day Scoring

Judges will score each question and any project/presentation element on the day.

EMPAA Committee
January 2024