



INTERNATIONAL  
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## THE 2011 ISES ESPRIT AWARDS SUBMISSION GUIDE

ISES

ESPRIT  
AWARDS

Entries are open to all ISES members in good standing on or before May 9, 2011.

### Step 1: Visit the Online ISES Esprit Award Website:

1. Go to [www.ises.com](http://www.ises.com) and click the Esprit Awards tab.
2. Log onto the website through the login box in the upper right hand corner of the website with your ISES user name and password. Unless you have changed it, your user name is your ISES membership number. If you have forgotten your ISES password, follow the steps listed on the screen to retrieve your password.
3. Click on the Enter the ISES Esprit Awards button to access the Esprit Awards website.

### Step 2: Click "I Want to Submit an Award"

*NOTE: the advisories listed on the top of the page announcing the entry deadlines, the use of pop-ups on the Esprit entry site. Help and information/buttons are included to assist you through the entry process*

Once you begin, you will be taken to a "Current Entries" page that is intended to help you manage your entries. Through this electronic process, you are able to begin multiple entries, save and return to finish or edit entries, pay for entries as completed (one at a time) or pay for multiple entries all together. Managing each entry will be done through this screen.

### Step 3: Click "New Entry" to Begin Submitting for an Award.

1. **Verify your Identification Information is correct:** This information (name, Member ID, phone, email, company, address) is pulled from your membership listing. If this information is incorrect, go back to [www.ises.com](http://www.ises.com) and update your membership profile information.
2. **Answer how you would like your award engraved if you are the award winner.**
3. **Choose a Category:** All categories are listed under the "Online Process" tab of the ISES Esprit Website. A description of each category is available through the "more information" button.
4. **Choose an Entry Type:** ALL entrants of each single, join, or team entry **MUST** be ISES Members in good standing.
  - **ISES Single Entrant Entry:** The entry fee is \$100.00 USD per single entry.
  - **ISES Joint Entry:** A joint entry can be entered when two individuals were instrumental in the planning of the event. Each ISES entrant can be from the same company (i.e. co-chairs of an event), or from separate companies (i.e. a client representative and a vendor representative), but EACH entrant **MUST** be an ISES member. Each ISES entrant must pay the \$100.00 USD entry fee. Only one check or credit card payment is permitted when submitting a joint entry. **Entries with more than one form of payment submitted will result in a disqualification.**
  - **For Joint and Team Entries:** the primary entrant (team leader) will be taken to an additional screen to enter the contact information for their fellow entrants after completing the remaining entry information.
  - **ISES Team Categories Entry:** A team category consists of three (3) or more ISES team members who participated in planning and executing the event. The entry fee for the ISES team award is \$100.00 per individual team member. Only one check or credit card payment is permitted when submitting a team entry. **Entries with more than one form of payment submitted will result in a disqualification.** Each team must select one primary contact (Team Leader). All other ISES team members must provide contact information required for the online submission form.



5. **Enter the Event Name**
6. **Enter the Event's start and end date** (end date for a single day event is the same as the start date)
7. **Enter an Event Overview:** Describe your event. The online system will count down from the allotted number of characters as you type in the box.
8. **Upload Two Event Photos:** These will be used for marketing purposes if your entry is nominated or you win an Esprit Award.
  - Click "Browse" to find the photo you wish to upload from your computer
  - Describe the photo in no more than 100 characters
  - Click Save.
  - Replete the process for a second event photo.
  - You will not be able to proceed without uploading 2 photos

*NOTE: These photos are for marketing purposes only. They are not included in your entry, they do not count against your collateral uploads, and will not be seen by the judges. If you wish you may re-upload these photos in your event collateral section.*
9. **Click Save and Continue** to continue on the entry process or **Save and Quit** to return to the "Current Entries" Page.

#### **Step 4: Complete Your Digital Entry:**

**Answer each question in the space (number of characters) provided.** The list of questions to be answered for each category may be viewed in the online process tab on the Esprit Awards website.

***For all written material, it is strongly recommended that entrants use a word processing program (i.e. Word) first, before entering text into this system. When your content is ready to publish (proof-read, spell checked, character count etc.), copy and paste the text into the text box on the website and format as needed.***

#### **Step 5: (If required for the category) Download and Complete the Budget Template:**

A detailed budget for the portion of the event identified in the category entered (see budget template listed under the "More Information" button) including each element and every dollar spent must be completed and uploaded. The budget must reflect the RETAIL value in US Dollars of all items used, including donated, sponsored and inventory items, and excluding any preferred supplier rates and discounts. ***Failure to disclose the full RETAIL market value for the products and/or services utilized will result in a disqualification.***

A Microsoft Excel budget template has been created for each budget related category. In order to ensure that all entries can be judged fairly, they must be based on the full retail value of the goods and services in US dollars. Entrants must use these budget templates provided to insure fair judging. Detailed instructions for how to deal with variances between the budget template and the actual event budget are available on the budget template itself.

If you do not have Microsoft Excel, detailed directions for how to complete the budget template using Google Docs is listed under the "More Information" button for the budget entry requirement.

Follow the directions online to download, complete, save, and upload your budget.

#### **Step 6: Upload Relevant Collateral for Your Entry:**

As requested by the online entry form, upload Management Collateral, Event Collateral and Multi-Media Collateral Files.

***NOTE: NO Entrant, Company Name, or Logo may appear in any part of this entry, including file names or digital files. Entries including entrants names and/or logos WILL be disqualified.***

**Management Collateral:** Consists of the documents necessary for pre-planning and production of events. Management collateral supports the entry event's development, pre-production, and post-production. Examples include: floor plans, timelines, contingency plans, production schedules, insurance riders, renderings, BEOs. Each photo is considered one item. A multipage piece such as a timeline or production schedule will each be considered one piece.

Maximum Number of Management collateral Files: 10.

Accepted file types include: .jpg, .jpeg, .bmp, .png, .pdf, .doc, .xls. Each file may not exceed 10Mb.

**Event Collateral:** 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.

Maximum Number of Event Collateral Files: 20.

Accepted file types include: .jpg, .jpeg, .bmp, .png, .pdf, .doc. Each file may not exceed 10 Mb.

**Multi-Media Collateral:** Consists of content that captures the essence of the event and helps tell the story of the event to the judges. Collateral must be uploaded as a video file or PowerPoint presentation. This upload is required for Best Event Videography Entries and is optional for all other categories.

Limit: 1, no longer than 5-minute video/PowerPoint File per entry.

Accepted file types include: .mov, .wmv, .ppt. File may not exceed 25 Mb

### **Step 7: Review Your Entry:**

Review your entry to make certain it is complete, answers all questions asked, includes all required documents, and is finished for you to submit. If necessary use the "Edit" buttons to go back and make necessary updates and changes.

On this page you are able to save your entry as a PDF, keep this PDF as a record of your entry. Click the "Save as PDF" button in the upper right hand corner.

### **Step 8: Pay for Your Entry(ies) and Submit:**

From the "Current Entries" Screen you are able to see which entries have been completed and which entries are still unfinished by noting the "Status" field for each entry. Once an entry is complete, the status for that entry will read "Ready for Payment".

***NOTE: Once you pay for an entry, you cannot go back and change the entry. At this point it has already been submitted for judging.***

When you are ready to pay for and submit your entry(ies), check the box next to the entry(ies) you wish to pay for and then click "Pay for Selected Entries" (One or a few of your entries) or "Pay for All Entries" (one payment for all entries)

Follow the directions on screen to pay by check or pay by credit card for the your entry(ies). If paying by check, you will need to print off the invoice provided and submit it along with your payment postmarked by the deadline (May 2, 2011 for standard entries; May 9, 2011 for late entries) in order for your submission to qualify. Make all checks payable to ISES and mail to:

ISES Headquarters, Attn: Esprit Award Entries, 401 North Michigan Avenue; Suite 2200, Chicago, IL 60611, USA