**Entry Form**

**Retrofit Project of the Year Award**

This Award recognises and celebrates buildings that most effectively demonstrate MEP retrofit project work completed or nearing completion within the 12 months which has been designed or installation that has made a significant contribution to a GCC project. Creating this type of complex project is demanding and the CIBSE recognise the work and dedication of the project team.

Entries should be for projects between **1st September 2023 – 1st September 2024.**

Please complete the entry form below and submit by no later than **25th September 2024**. The headings reflect the judging criteria and the judges will be looking for you to provide the relevant information under each heading.

Documents, charts or photos should be referenced and included in your supporting documents. Each section has a limit of 250 words

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| **Submission instructions** |
| 1. Complete and save this document
2. Email it to uae@cibse.org
3. Attach all supporting documents (Including company logos & any images in JPEG format)
4. You will receive an acknowledgement of receipt by return

If you have any questions then please contact CIBSE at uae@cibse.org |

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| **Entrant details** |
| **Full name** | **Job title** |
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| **Email address** | **Contact telephone number**  |
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| **Email of the contact person regarding this****submission** (should it be different to the nominee) | **Contact telephone number of the contact person** (should it be different to the nominee) |
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| **Organisation** |
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| **LinkedIn name** *We will be using LinkedI to publicise your entry and progress through the awards.* |
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| **Project details** |  |
| **Project name and address***As you wish the product to be referred to throughout the competition.*  |  |
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| **Organisations***Please provide the names of all organisations that you would like to be credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.* |  |
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| **Summary***Please provide a synopsis of the project and its objectives.* |  |
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| **Entry criteria****Please outline how your entry meets each of the entry criteria – judges will be looking for information in each of the sections when assessing the entries.***Any documents, charts or photos should be referenced and included in your supporting documents.* |
| Describe the project setting out the client’s brief, building performance objectives, materials and method of construction, and any constraints e.g. planning, budget, programme. (maximum 250 words) |
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| What innovations have you made with the design, technology and/or application? (maximum 250 words) |
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| What were the strategies for effective utilisation of the team and resources on the project? (maximum 250 words) |
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| What were the health, safety and wellbeing criteria adhered by the company for employees and strategies considered in the project ? (maximum 250 words) |
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| Demonstrate quality of the deliverable for the project in terms of the final output, quality control procedure and interdisciplinary checking showing high standards for the project? (maximum 250 words) |
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| Demonstrate focus on circular economy, regional materials and reduced carbon footprint considerations for the project ? (maximum 250 words) |
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| Demonstrate focus on sustainability and energy efficiency how did the project team went extra mile than the standard practise? (maximum 250 words) |
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| Demonstrate cost saving approaches considered on the project? (maximum 250 words) |
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| What were the major challenges in the project and what methodology was adopted by the project team to overcome this? (maximum 250 words) |
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| How did the project team demonstrated agility through both proactive and reactive approaches.? (maximum 250 words) |
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| What were the lessons learnt from the project which could be used to enhance the future projects and the building service industry.? (maximum 250 words) |
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| **Further Information***Please provide any further information, evidence or references that you would like to include in your entry.*  |
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| **Presentation and publicity***If your entry is shortlisted we will need a 45 second precis for the presenter to read about your entry at the awards ceremony and a minimum of 6 images for the background presentation. Please include the text below and the images as part of attachments, or state which ones from your entry you would like us to use.* |
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| **Supporting Documents** *Entries should include supporting documents or evidence to supplement this written part of the submission. All supporting documents should be collated into a PDF format for upload.**Please explain in a list of one or two sentences what your supporting documents add to your submission.* |
|  ☐Photographs or short videos (max 2 mins, please) ☐Innovation resources ☐Innovation documents & procedures ☐More detailed evidence of the success or effectiveness or impact of the innovation ☐Evidence of third party assessment and validation of the innovation ☐Evidence of external support for the innovation from leading proponents and practitioners in digital engineering ☐Photo of the nominee or team in JPG format☐Other (please specify)  |

☐ Please tick the box to confirm your interest in attending the Awards Ceremony. Tickets will be available to

all nominees at a reduced rate if purchased prior to 15th August 2024. A 10% discount will be applied. Please remember to mention that you have submitted a nomination when purchasing the tickets.