**Entry Form**

**UAE Region MEP Contractor of the Year**

This award recognises the importance of our contractors and their contribution into supporting and developing projects. This award looks to demonstrate the client’s contribution and engagement with the construction team on either a refurbishment or a new build project. These contributions may include some or all of the following:- assisting with team performance (delivering projects on time and on budget); driving team collaboration at all project stages; clear briefing with added value from past experience.

Entries should be from UAE based building services contractors carrying out installation, maintenance or commissioning duties, or the UAE office of organisations with multiple offices, and be based on the contracting services delivered during the period **1st September 2023 – 1st September 2024.** They should alsobe accompanied by testimonials from clients and other partners such as consultancies, clients and other participants in the supply chain.

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.

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| **Submission instructions** |
| 1. Complete and save this document 2. Email it to [uae@cibse.org](mailto:uae@cibse.org) 3. Attach all supporting documents (Including company logos & any images in JPEG format) 4. You will received an acknowledgement of receipt by return   If you have any questions then please contact CIBSE at [uae@cibse.org](mailto:uae@cibse.org) |

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| **Entrant details** | |
| **Full name** | **Job title** |
| Click here to enter text. | Click here to enter text. |
| **Email address** | **Contact telephone number** |
| Click here to enter text. | Click here to enter text. |
| **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 name**  *As you wish the organisation to be referred to throughout the competition.* | |
| Click here to enter text. | |
| **Twitter name**  *We will be using Twitter to publicise your entry and progress through the awards.* | |
| Click here to enter text. | |

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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.* |
| Summary   1. Please provide a synopsis of the organisation and its impact on the delivering a successful team environment, focusing on team building measures implemented, health and safety and occupant satisfaction inc. health and wellbeing. |
| Click here to enter text. |
| 1. Please give examples of effective collaboration between your own staff and the contractor team. Specifically highlight the tools and process you have found to be successful. |
| Click here to enter text. |
| 1. Describe how the entrant has assisted you and the design team in developing the scheme and transferring knowledge from previous projects. Give one example. |
| Click here to enter text. |

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| **Further information**  *Please provide testimonials from other participants in the supply chain, in addition to any further information, evidence or references that you would like to include in your entry.* |
| Click here to enter text. |

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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.* |
| Click here to enter text. |

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| **Supporting documents check list**  *If you have supporting documents, please tick the appropriate boxes. All supporting documents should be collated into a PDF format.* *Supporting evidence should assist the judges in assessing how the entry meets the criteria. Generic marketing information is not required* |
| ☐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. |