**Entry Form**

**UAE Region MEP Consultancy of the Year**

This award recognises the MEP consultancy which has demonstrated an outstanding contribution to the design or refurbishment of buildings to meet or exceed client expectations of project deliverables in accordance with the project specific appointment. These deliverables may include some or all of the following:- client satisfaction through delivering projects on time and on budget; correct interpretation of the client brief; team collaboration at all project stages; added value management and efficiency through innovation; outstanding or exemplary results for key performance indicators or measurement methods such as commissioning results, design stage and as built energy performance targets.

Entries should be from UAE based building services consultancies, or the UAE office of organisations with multiple offices, and be based on the consultancy services delivered during the period **1st September 2023 – 1st September 2024** They should alsobe accompanied by testimonials from clients and other partners such as contractors, 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
3. Attach all supporting documents (Including High Resolution 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 name** *As you wish the organisation to be referred to throughout the competition.* |
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| **Organisation size***Total number of staff employed by the organisation in all offices in the UAE.* |
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| **LinkedIn name** *We will be using LinkedIn 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.* |
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| 1. Please give examples of effective collaboration between your own staff and external members of the project team. Specifically highlight the tools and process you have found to be successful.
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| 1. What specific energy management measures have you taken to improve building design and performance either as an organisational standard or as a specific project example?
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| 1. What methods do you employ to review design projects both during the active phase and following completion to ensure that lessons learned are shared with all staff within your organisation?
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| 1. In what way have you developed your staff to offer clients a better building design service?
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| 1. How have you developed and transferred knowledge and experience of building design within your consultancy or across projects. Give one example.
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| 1. What activity have you undertaken to spread knowledge and learning of good building design across the built environment sector and beyond?
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| **Further information***Please provide testimonials from clients and other partners such as contractors, and other participants in the supply chain, in addition to 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 4 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 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.