**Entry Form**

**Best Digital Innovation of the Year**

This Award recognizes and celebrates an innovation that has made a significant contribution to digital engineering. This may be a piece of software, a project process or other innovation that shows ground-breaking thought.

Entries should be from UAE based building services consultancies, manufacturers and contractors, or the UAE office of organisations with multiple offices, and be based on the activities delivered during the period **1st September 2023 – 31st September 2024** They should alsobe accompanied by supporting documents to validate the innovation.

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.

Each section of the form has a word limit of 250 or 350 words but can be supplemented in the supporting material. Where the entry form refers to supporting material, it should make clear to the judges what the supporting material covers and where in the package it may be located.

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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 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. | |
| **Innovation Details**  *Innovation Name (the project will be referred to by this name throughout)* | |
| Click here to enter text. | |

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| **Description**  Please describe the innovation, its original objectives and the aspects of construction related  digitisation that it set out to address. Please describe how it has improved outcomes in terms of improving design and/or construction workflows amongst the target audience or organisation. Please indicate the measures of success identified for the innovation (maximum 350 words)*Any documents, charts or photos should be referenced and included in your supporting documents.* |
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| **Challenges**  Please detail any particular challenges or constraints experienced in the development and delivery of the innovation and how they were overcome. (maximum 250 words) |
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| **Resources**  Please provide examples of resources produced and how they were used in the innovation.  Please indicate any external peer review of resources that has been undertaken. (maximum 250 words) |
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| **Implementation**  Please describe how the innovation has been implemented, with evidence of uptake and successful adoption. This could include details of how the innovation has been embedded into a project or organisational process or workflow and the issues that it has set out to solve. Please indicate any external peer review of the innovation that has been undertaken. (maximum 350 words) |
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| **Success**  Describe the key measures of success of the innovation and its impacts (intended and unintended).  How did you measure the impact of the innovation on its target audience or organisations and the  contribution it is making to improving design and/or construction workflows? (maximum 350 words) |
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| **Feedback**  Please provide examples of the feedback you have collected and the subsequent impact the  feedback has had on the innovation and on any resources or processes developed. (maximum 250  words) |
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| **Continued Impact**  How will the impact of this innovation be shared and maintained amongst the target audience or participating organisations and also more widely? (maximum 250 words) |
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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**  *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*  In addition to providing the information requested in each section, you are encouraged to provide  relevant examples of your innovation in operation, which could include  ☐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. |