

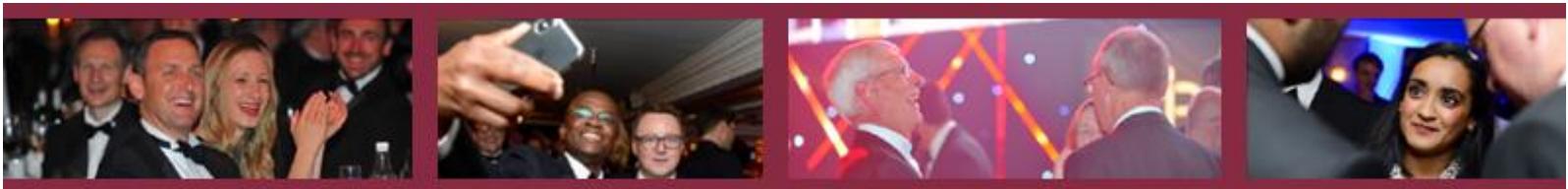


2022  
**bciA** british construction  
industry awards

# Shortlist Judging Guidance Notes

**Project Categories**





## Letter from the editor of New Civil Engineer, Claire Smith

Congratulations for making it onto the shortlist for the 2022 British Construction Industry Awards (BCIA). As ever, the competition for getting to this point was tough in many categories so you – and your project teams – should feel proud of this achievement.

Networking and collaboration are essential elements to realise improved outcomes in construction and I am delighted that we are returning to face-to-face judging after two years of virtual sessions due to the pandemic. Last year it was amazing to see the whole industry come back together for the awards at the Grosvenor House Hotel in London to celebrate your successes and am very much looking forward to doing that again on 12 October this year.

However, before you start planning how you're going to celebrate winning your award, there are a few things you need to know about the BCIA judging process that will help ensure you are in with a strong chance of coming away with the trophy.

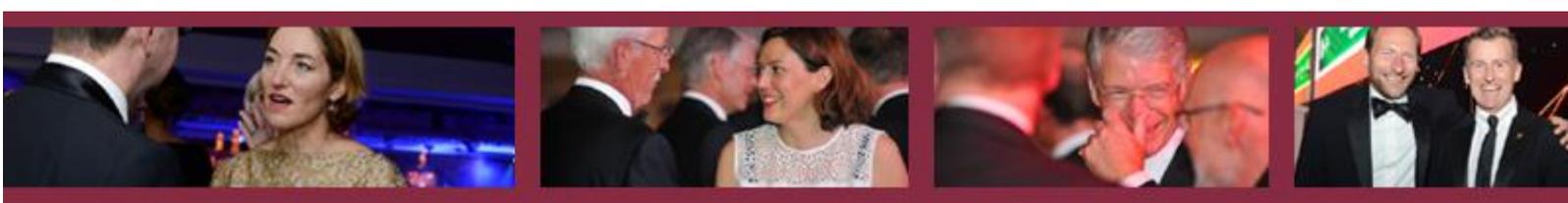
Last year when we still had to do virtual judging we asked teams to create videos and imagery to take the judges "onto your site" to fully explain the work you have delivered. While we are returning to face-to-face judging I would urge you to consider how you will ensure the judges get a feel for your work and that extends to shortlisted entries in our initiatives categories too.

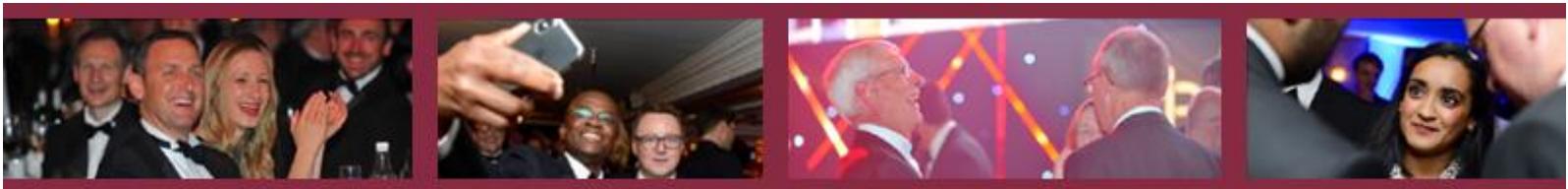
We have put together this document to help guide you through the process and ensure your presentation covers the key criteria and is honed to perfection.

Once again, I'd like to thank you for your continued support for the BCIA and I look forward to seeing you in October.

Best wishes

**Claire Smith**  
**editor**  
**New Civil Engineer**





# 2022 bcia

british construction  
industry awards

This document has been compiled by the **BCIA events team** and aims to comprehensively address **every aspect of the judging process**. If you have any questions **or require clarification** on any elements of the process, please don't hesitate to get in touch via email:

**Olivia Keen-Smith**, Event Executive, [Olivia.Keen-Smith@emap.com](mailto:Olivia.Keen-Smith@emap.com)

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## The judging process outline

### The 2022 judging process: Presentation Guidance

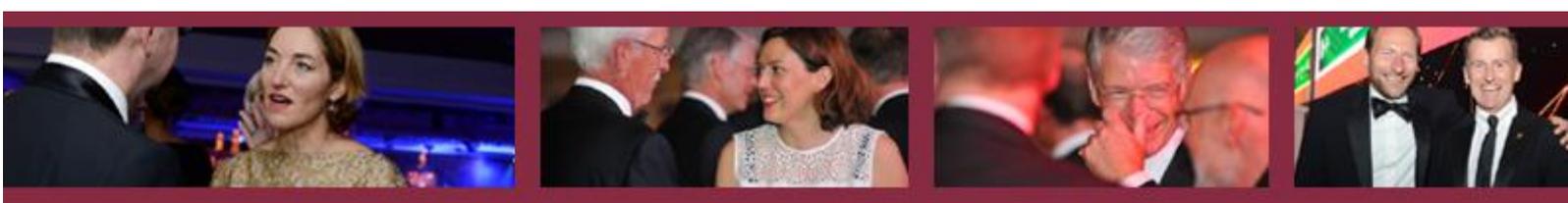
Each project category will be judged in person at New Civil Engineers, head office in London. Further details on how to find us can be found at the end of this document.

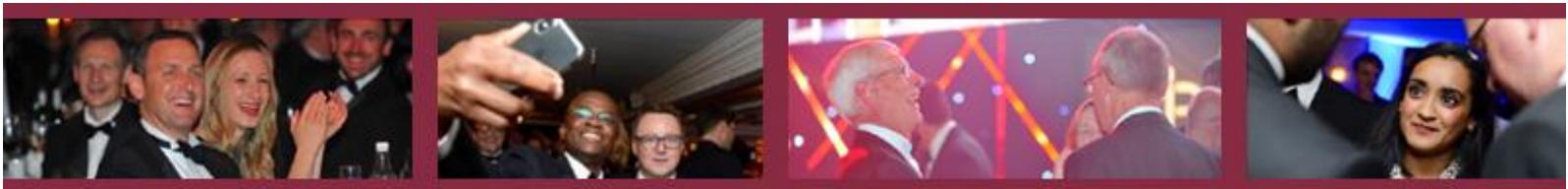
Each project category entrant has **40 minutes presentation time with the judges** broken down as follows:

- You will have 5 minutes at the start to show a pre-recorded video walk-through of your project.
- You will have 20 minutes to present your entry
- There will be 15 minutes provided to the judges for questions

### Your slideshow presentation should do the following:

- Expand on your original entry without repeating it. Remember, **the judges have read your original text** and are looking for you to use this as an opportunity to impress them with additional information
- Put **emphasis on outcomes** and impact
- Consistently hit the criteria points – remember judges are marking exclusively **against the marking criteria** and entries which don't hit those points will score lower in the judges' estimation. Please do ensure you give evidence or discuss each element/bullet point, in order to give yourself the best possibility of success. Criteria can be found [here](#).





Ensure you **avoid the following:**

- Repetition of big chunks of text which were in the written entry
- Slides for slides sake – **only include information if it is relevant to the context** of the overall entry and/or the criteria
- Slides with too much information on. Use the slides as a prompt and visual aid – **not to display large chunks of information which the judges simply won't read** (or they'll read that instead of listening to what you're saying alongside it).
- After 15 minutes the judges have the authority to stop the presentation even if you have not finished so please remember not to leave any important points until the very end.

Your slideshow (10 slides max) should follow the below order:

Slide 1	Project Name
Slide 2	Presenter Introductions
Slide 3	Project Overview
Slide 4 – 9	Slides with supporting evidence or content (photographs, videos)
Slide 10	Project Outcomes

### The 2022 judging process: Photography and Videos

You **are permitted to include photographs and videos** as a part of your presentation slides.

Please note the following guidelines and rules apply:

- You are permitted a **maximum of x1 video** to display at the start of your presentation. This can be no longer than five minutes.

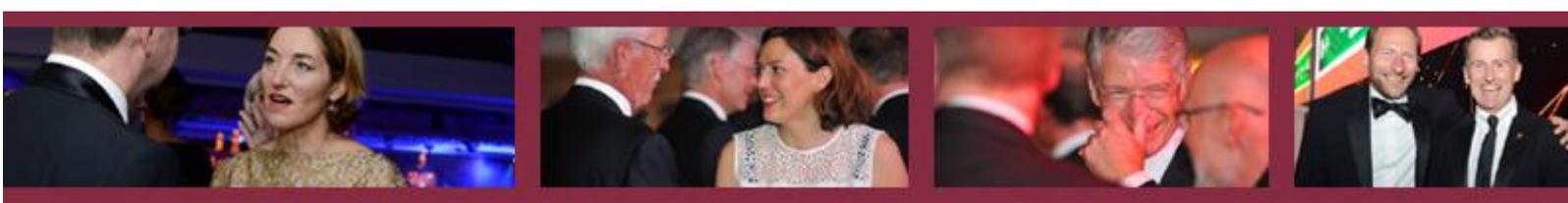
**Please see below a few examples of previous high-quality videos that will help you discover what the judges are looking for!**

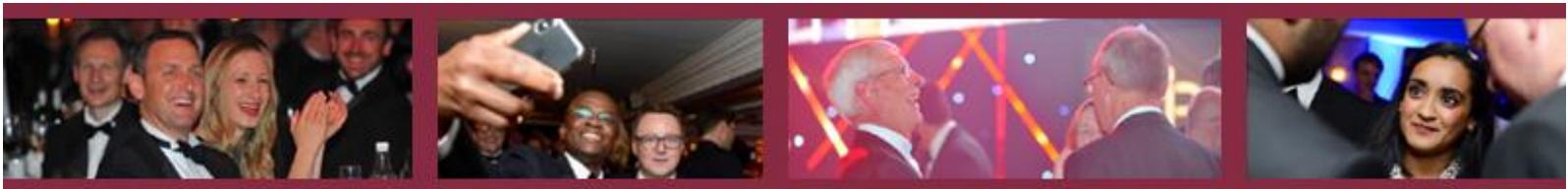
Rochester Bridge Refurbishment Project - <https://www.youtube.com/watch?v=epVUn-hXIt4>

UWE Engineering Building, Bristol - <https://www.youtube.com/watch?v=5GWfFwpNsig>

Boston Barrier Scheme - <https://www.youtube.com/watch?v=dvlzZLnzHSI>

- You can use Windows Media Player or Quick Time Player but we recommend you embedding these videos in your PowerPoint presentation.
- Please ensure you save the pathway and video elsewhere – it is a good idea to **always bring a back up copy on a USB stick** should the embedded file fail to work. We also recommend you upload the video alongside your PowerPoint.
- Please do **NOT** bring it with you on a CD or DVD as we don't have disc capacity on any of the laptops
- You should **include no more than 4 slides with photographs**. Photographs should be relevant to the project entry and be of a high resolution quality. Each slide can feature a collage of photographs. Ensure they can see the quality images in detail.





### What format should my presentation be in?

- We use PowerPoint 2016 but can accept earlier versions
- Finalists have used Prezi in the past but if you want to use another software we ask that you check in advance that it will be supported on our laptops
- Please be careful when writing your presentations on Macs as sometimes these are not compatible with PCs – we advise you check this prior to the day
- If you use a font other than the standard Microsoft offerings please make sure that you bring the fonts with you as otherwise this will change the formatting of your presentation. To guarantee no upset we do advise you use the standard Microsoft options.
- We prefer to run your presentation from our laptops rather than your own. If you do have to connect your own equipment it will impact on your presentation time with the judges
- Entrants should prepare to address the specific points identified in the **criteria**. We have also included some judges '**hints and tips**' in this document for your convenience.

### Should I send my presentation in advance?

YOU WILL RECEIVE DETAILED GUIDANCE AND FURTHER INSTRUCTIONS ON THE BELOW IN DUE COURSE

We are asking all entrants to provide their PowerPoint presentation to us in advance of the judging date, so that we are able to load the presentations onto the judging laptop ready for your arrival. This minimises waiting time on the day. If you are shortlisted for multiple categories, it is essential you upload the correct file in the correct folder.

**IMPORTANT: The file name of the presentation you upload should include:**

- Your organisation name
- Your judging time
- The version number of the file

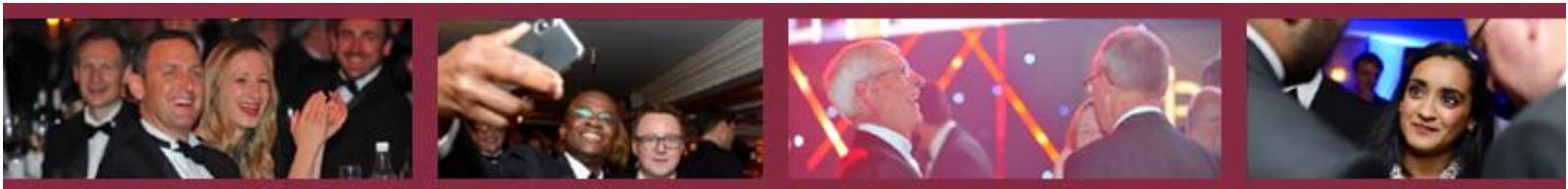
So, for example, if John Smith from The Testing Company is presenting at 12:00, the presentation he uploads to the link above should be titled:

*The Testing Company – 1200 – Version 1*

If John uploaded version 1, but two weeks later his team decide that some changes need to be made to the presentation, John must upload a new file to the system using the same link. In the new file, John should advance the version number as follows:

*The Testing Company – 1200 – Version 2*





Keeping your version numbers neat will ensure the team here load the correct presentation to the system. You will not be able to see or access files once uploaded. If you have any queries about which version we have on file, you may contact me directly in advance or ask when you arrive at the judging venue.

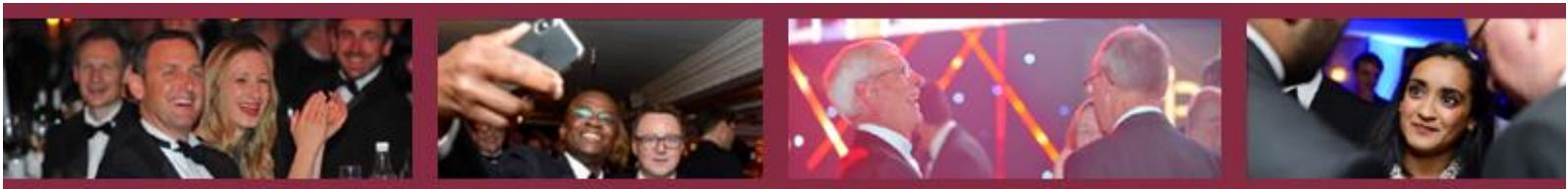
### Should I bring copies of our presentation and other collateral for the judges?

- We advise you to bring two hard copies of your presentation just in case there is a technical problem so the judges can have one copy and yourself the other
- Any other collateral we advise you to bring **one** copy with you. This is optional and not a necessity. We can always request the information for judges post-judging if they would like additional copies

### How many people can I bring with me?

- You are allowed a **maximum of four people** to the judging day.
- This allows for the 4 key stakeholders to be presented (client, architect, engineer and contractor).
- We only require the name of the lead presenter. Therefore, if one of the other three presenters changes last minute we do not need to be informed.
- We **do not** allow observers to enter the room.

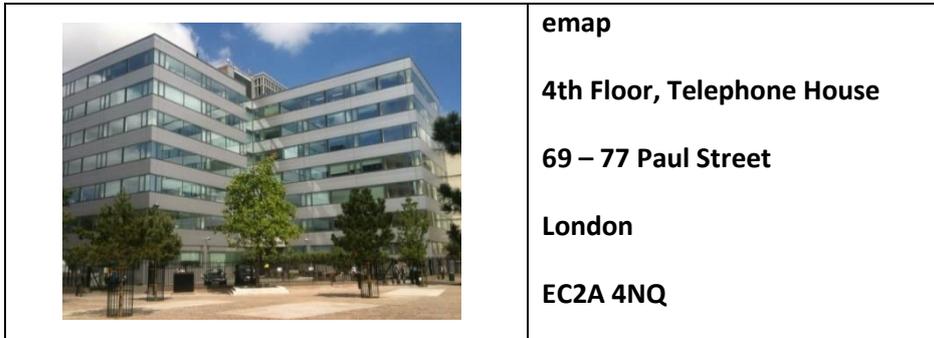




## ON THE DAY:

### HOW DO I FIND YOU?

The judging day is taking place at our head office:



Telephone House is located 0.2 miles, a four-minute walk, from Old Street Tube Station (Northern Line, Bank Branch). Please take Subway Exit 2 out of Old Street Station.

After exiting the ticket barriers, turn left at the top of the small set of stairs in the ticketing hall. Proceed forward, bearing left and take Subway Exit 2. Take the stairs on the right signposted Moorgate.

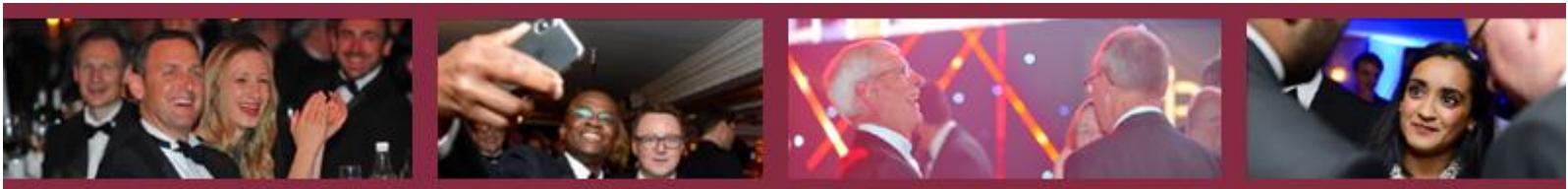
At the top of the stairs continue to walk ahead past the food outlet Pod and Sainsbury's local which will be on your left. Take the first left into Leonard Street, the Angel pub is on the corner. Proceed down Leonard Street taking care when crossing Tabernacle Street. As you cross Tabernacle Street, our building is on the left. Walk the length of the building and the main entrance can be found down on the left.

On arrival at Telephone House please inform the security guards on the main desk you are here to see emap. They will provide you with a visitor pass and send you to our reception on the 4th floor. Once in emap's reception please report to awards registration desk.

If arriving into King's Cross/St Pancras or Euston we advise that the quickest route is by Underground and not by taxi. From both stations we are only three and four stops respectively (7 minutes) on the Southbound Bank branch of the Northern Line. During heavy traffic it can take up to 25 - 45 minutes in a taxi.

Please note we are also a short walk from Moorgate and Liverpool Street Tube and Mainline Rail Stations. We would advise that you consult a map before trying to walk these routes. A useful journey planner can be found at <http://tfl.gov.uk/>





### What to do when I arrive?

- Please make sure you arrive at least 15 minutes before your allocated time and register with the awards team on your arrival
- On registering, the awards team will load your presentation onto the laptop prior to you entering the judging room. This is so that your presentation is ready to go and does not eat into any of your presentation time with the judges
- After registering, please take a seat and you will be called in once the judges are ready

### What will be in the judging room?

The following equipment will be in the judging room for your use:

- A laptop containing Microsoft Office 2016 and Internet Access
- Projector / Presentation Screen
- Audio
- Presentation clicker

### Can I test my presentation?

- There will be no time to test your presentations prior to your timeslot. Although we will try our best to resolve any technical issues on the day, we cannot be held responsible for problems that may occur
- If you do encounter any technical problems when your presentation is underway, please let us know and we will try to assist as best we can

## Judges' hints and tips for success

### Top tips for success

- Provide good evidence for all claims
- Ensure you include end-user/client endorsement and testimonials where possible
- Pick a small number of big highlights rather than packing everything in
- Pictures speak louder than words, but complicated graphics say very little
- Avoid making your presentation a sales pitch for your company, focus on the story
- PowerPoint is a tool – by all means use it, but talk in a relaxed way with passion
- Think about what differentiates this project from the rest
- If applicable, judges like hearing about intentions of sharing best practice to impact the wider industry
- Structure your presentation so that it hits the criteria marking points

### Judges' biggest bug bears

- Over-use of 'buzz' words
- Wild claims of excellence not backed-up by evidence and/or stakeholder endorsement
- Sales pitches
- Waffle or overly wordy presentations on-screen
- Not ensuring all key members of the project team are involved in the process
- Overusing the winning of other awards in the submission
- Needless management speak – be brief, direct and clear
- Over-running the time limit!





**What should I do if I am running late due to circumstances beyond my control?**

If you are running late, please contact Olivia as soon as possible on 020 3953 2038 or drop me an email [Olivia.Keen-Smith@emap.com](mailto:Olivia.Keen-Smith@emap.com)

**Attending the Awards Ceremony**

All finalists will find out if they have won at the **BCI Awards on Wednesday 12 October 2022** at the JW Marriott Grosvenor House Hotel, Park Lane. To find out more about attending, please speak to one of my colleagues on the details below:

**Giorgia Raso** - [Giorgia.Raso@emap.com](mailto:Giorgia.Raso@emap.com) Tel: +44 (0) 02039532118

**Sara Sane** - [Sara.Sane@emap.com](mailto:Sara.Sane@emap.com) Tel: +44 20 39532819

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