

# ENTRY FORM GUIDELINES

## FOR ALL CATEGORIES EXCEPT **RIISING STAR** AND **BEST INDIVIDUAL CONTRIBUTION**

Please note, this PDF serves only as a guide to the information required for an entry. Entries can only be submitted online by using the official online entry system.

1. Project title  
.....
2. What drove the project? And why now – was there a need for it to happen at this particular time? (If there was a formal brief, this is the place to put it.)  
*(Maximum length: 500 words)*  
.....
3. What did you do? If relevant, talk us through the implementation stages, and describe any contributions made by external parties.  
*(Maximum length: 500 words)*  
.....
4. Why is the project exceptional? Were any challenging obstacles overcome, or was the solution original in any way?  
*(Maximum length: 500 words)*  
.....
5. How did you measure success? How did you know it worked? How did it enhance the firm? Is there any data you can share? (Data could be important here.)  
*(Maximum length: 500 words)*  
.....
6. Use this space to include any additional information you'd like us to consider.  
*(Maximum length: 500 words)*  
.....

### SUPPORTING MATERIAL

It is the entrant's responsibility to ensure they have (written) permission from any owner of the supporting material they are wishing to upload.

Please upload any supporting documents (you may upload more than one file by zipping them together).

### ENTRY RULES

These awards aim to recognise exceptional work by Human Resources teams in law firms across the UK and Ireland. Entering a category shouldn't be difficult or time-consuming.

In general though, every entry should clearly state what you do (or did), and why it was exceptional or beneficial to your firm. If you've got any statistics that add weight to your case, it's best to include them too.

The judges will give special consideration to effectiveness, originality, return on investment and best practice.

To be eligible, work must have been carried out between February 2018 and February 2019.

### WHO CAN ENTER?

Entries are accepted from law firms across the UK and Ireland. Service providers may assist in compiling entries but cannot submit these on behalf of clients.

### FEES, DEADLINES AND ANNOUNCEMENTS

Entry fee is **£150 + VAT per entry**.

All entries must be received by **5pm** on **Friday 1st March 2019**.

If your entry has been shortlisted, you will be informed by email week commencing 1st April 2019.