Please complete this Word document with your Awards entry and go to the online form at <https://theabp.wufoo.com/forms/z1erg0fx0f6njsg/> to submit it.

Your Entry

Record your submission in the sections below, keeping to the word counts given.

For more information about how to complete this form, please see the guidance notes provided at <https://theabp.org.uk/conference-home/awards/how-to-write-your-entry/>

|  |
| --- |
| Submission Title |
| Type here [this title should also be entered in the online submission form – 20 word limit] |
| *20 word limit* |

|  |
| --- |
| Overall Project Summary |
| Type here |
| *100 word limit* |

|  |
| --- |
| The Challenge  |
| Type here |
| *400 word limit* |

|  |
| --- |
| Your Approach |
| Type here |
| *600 word limit* |

|  |
| --- |
| Outcome Evaluation |
| Type here |
| *500 word limit* |

|  |
| --- |
| Acknowledgements |
| Type here |
| *The Entrant/s named on the submission must have been materially responsible for the work. It is appropriate to use acknowledgements to identify individuals who have contributed to the project but who would not be counted among those primarily responsible for the project. This will be left to the discretion of Entrant, but we recommend considering whether others would agree that those submitting the entry were those primarily responsible for the work. STUDENTS should also enter their Supervisor’s details in this section.* |

|  |
| --- |
| Supporting Materials |
| Please note here any supporting materials you are submitting. |
| *You may include up to one page of visual/graphic materials within this document. These materials must be clear, easy to read and understand. The submission should be able to be considered and understood without reference to the visual/graphic materials however.* |

Entry to the ABP Workforce Experience Awards is free of charge.

Complete your submission in editable MSWord document format, and submit this to the ABP by completing the online form available at <https://theabp.wufoo.com/forms/z1erg0fx0f6njsg/>. This document must be attached to the form.

All submissions must be made no later than **6pm on Friday 19th June 2020**.

Requests for brief extensions to this deadline may be considered if made in advance of the submission deadline, in writing to admin@theabp.org.uk, entirely at the Convening Judge’s discretion.

Terms and Conditions of Participation in the ABP Workforce Experience Awards

By making a submission to the Awards, entrants (“Entrants” or “you”) agree to be bound by these Terms. If you do not agree to these Terms then you must not enter any submission to the Awards. These Terms place legal obligation on you so please read them carefully.

1. For entries to be eligible for consideration they must meet the following criteria:
	1. Entries must be received on or before **20 June 2020**. Entries cannot be submitted, and no submission may be amended or cancelled after this date\*.
	2. All submissions must be made in English.
	3. There is no limit to the number of categories for which a single submission or Entrant can be entered (the categories can be found on our website [www.theabp.org.uk](http://www.theabp.org.uk)). Each submission must clearly state the category or categories to which it is intended to apply. Entries may be shortlisted in only one category assigned at the organiser’s discretion.
	4. The work described must have taken place in the preceding 36 months and the results measured and reported in the submission must have been collected in the past 18 months.
	5. All submissions should pertain to work that has been carried out in, or that has included activity in, the United Kingdom.
2. Submissions which do not meet these criteria will not be accepted. The Entrant will be entitled to amend and resubmit their submission once aligned to these criteria, as long as this is done on or before **20 June 2020.** All Entrants acknowledge the ABP’s intention to share best practice and grant permission for the ABP to reproduce all or part of submissions and/or offer comment on the submissions, on their website and through other media channels as may be appropriate in the interests of championing business psychology and celebrating excellence in business psychology, at the sole discretion of the ABP and its Officers.
3. As such, Entrants grant the ABP a non-exclusive, royalty-free, perpetual and worldwide licence to republish any material you submit, post, upload, email or otherwise transmit to the ABP in connection with the Awards in any format, including without limitation print and electronic format.
4. The ABP makes no claim of Intellectual Property rights over the content of any submission, other than the licence in paragraph 3 above.
5. Entrants accept that a variety of individuals acting on behalf of the ABP, including Awards Programme volunteers and all judges, may be required to review and store submission content. In this respect, all individuals acting on behalf of the ABP are bound by terms of participation and are required to declare any conflict of interest in entries over which they deliberate and to stand aside from considerations and deliberations concerning those entries.
6. Parties entering on behalf of a client or other organisation must gain the organisation's written consent before submitting the entry. Consultants are advised to clarify the position with respect to intellectual property with their clients/named parties in advance of entering. Entrants accept sole responsibility for confirming their rights or access to the information that they share in their submissions, including but not limited to gaining the permission of client/other organisations that are referenced in their submissions. Entrants will be liable for any costs or damages incurred by ABP from any third party if the Entrant has not fully approved the submission for entry to the Awards and ABP’s use thereof as set out in these Terms.
7. The ABP accept no liability in respect of any material submitted Entrants and published by us and we are not responsible for its content and accuracy. It is assumed that all submissions will be made honestly and in good faith. It is the sole responsibility of the Entrant to ensure the veracity and validity of all information shared in Submissions. The ABP makes no claim that submissions will be investigated, verified or validated for accuracy and reliability in the normal course of adjudication and/or the ABP does not vouch for the credibility of any Award submissions.
8. Submissions will not be considered confidential or copyright, or to contain confidential or sensitive information, unless explicitly marked “not for publication” by the Entrant. In making a submission, please consider seriously the necessity of including sensitive or confidential information and avoid doing so if possible. If it is not possible for you to make your submission without including confidential, sensitive or copyright information, you are asked to identify explicitly in the submission which parts of the content are not for publication (for example, a client’s name or financial performance information). Further, you should ensure that you retain a full copy of any submissions since we will not return entries.
9. We will not publish the names of companies, organisations or individuals that have not been shortlisted for an Award, nor will we reproduce any information from those entries. Therefore if you enter the Awards, but are not successful, this will remain confidential.
10. Entrants agree to share the content of their submissions in person, in a presentation to and/or discussion with ABP convened audiences if invited to do so. (The ABP will not be liable for associated costs.)
11. By being present at an ABP event you consent to being filmed and/or recorded. You also agree not to assert any moral (or similar) rights and give all necessary consents under the Copyright Designs and Patents Act 1988 (as amended) and all other applicable legislation in respect of any film and/or recordings. The ABP is entitled to make full use of any film and/or recording in all current and future media worldwide without any liability or payment to you, including permitting others to do the same.
12. Award winners will be recognised with a trophy supplied at the Awards Event in October. Winners not present or represented at the event will be entitled to claim the Award from the ABP offices or have them shipped at their own expense. Winners will be provided with an electronic version of the Awards logo for use to publicise their win if they wish, provided such usage is consistent with normal business practices.
13. The ABP excludes liability for any claims, loss, demands or damages of any kind whatsoever with respect to the service, information, publicity, publication, materials and/or other activities associated with the Awards. This includes without limitation, direct, indirect, incidental or consequential loss or damages, whether arising from loss of profits, loss of revenue, loss of data, loss of use or otherwise and whether or not the possibility of such loss has been notified to the ABP. The foregoing will apply whether such claims, loss or damages arise in tort, contract, negligence, under statute or otherwise.
14. Should any action by an Entrant in any way breach the terms/warranties given above and/or cause the ABP damage or loss, the Entrant agrees to indemnify the ABP in full and permanently against any third party liabilities, claims, costs, loss or damage that it incurs as a result of publishing material submitted or otherwise communicating about the Entrant’s participation, including consequential losses.
15. Persons who violate any rule, gain unfair advantage in participating in the Awards, or obtain winner status using fraudulent means will be disqualified. If any entrant is found to be soliciting votes in return for a purchase or payment of any kind, that entrant will be disqualified at the sole discretion of the ABP.
16. The ABP reserves the right to cancel or amend the Awards Programme or these Terms at any time without prior notice and without liability.
17. If any of these terms and conditions should be determined to be illegal, invalid or otherwise unenforceable, it shall be severed and deleted from the terms and conditions and the remaining terms and conditions shall survive, remain in full force and effect and continue to be binding and enforceable.
18. More generally, all parties to the Awards programme will be guided by the ABP Code of Conduct (<http://www.theabp.org.uk/media/6232/abp-code-of-conduct.pdf>)
19. These terms and conditions shall be interpreted in accordance with and governed by English law.

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