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| **Award Category:**  **Building Acoustics/Education Acoustics/Environmental Noise/Vibration**  **Good Acoustic Design/Smaller Projects/Innovation**  (please select as appropriate) |
| **Project Name & Location:** |
| **Who else is involved/ the team?** (i.e. Client, Main contractor, Architect, Engineer. ) |
| **What are the project timescales?** |
| **Type of work** (i.e. new build, refurbishment etc.) |
| **Type of client**  (i.e. public sector, contractor, architect) |
| **Summarise the project in no more than 250 words including why it is special/deserving of an award**  Begin with an introductory paragraph which summarises why the project should be considered for an Award and then the key features of the project, particularly any that make it distinctive. |
| **Why do you think you should win this award? Please respond in a maximum of 1000 words.**  Please refer to the guidance in the next section below and show how your entry addresses these. |

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| **Guidance on items to include and the judging criteria**  Items that might be included:   * Synopsis of the project and its acoustic objectives * Confirmation that the acoustics consultancy project has been completed * Challenges or constraints and the design solutions adopted * Specific elements of excellence and innovation in terms of the method, application, technique or solution to a particular problem or design * Are there potential benefits for future projects * Does the project involve any novel or innovative elements * What has been achieved in terms of reduced costs, reduced risk or improvement in performance associated with approach adopted * Collaboration between members of the project team * Any external assessment, or other third party evaluations of the work * User / client/ stakeholder feedback and satisfaction with the measures adopted * It would be useful to include testimonials from members of the delivery team and client.   **Judging criteria**  As the range of projects that may be submitted is wide, a selection of different criteria may be applied to different projects. Not all these issues will be relevant to all entries and the list is provided here as an indication of the items to be considered.   * Demonstration of delivery of value and quality for the client * Collaboration with project stakeholders to deliver a successful outcome * Demonstrate how the initiative goes beyond current good practice * Potential to benefit future projects * Enabling an otherwise challenging project to be delivered * Justification for any problems and explanation of how they were overcome * Creativity and innovation however small will be appreciated within any entry * Size and prestige of the overall project are not significant as these awards recognise the acoustics consultancy within the project.   **Supporting Images or Drawings**   * Please provide up to six high quality (300+ dpi) digital images (preferably .jpg format clearly labelled with the project name. * Since the images may be required for publication, please ensure they are of sufficient quality to be acceptable and advise any copyright restrictions. * You may wish to provide drawings in pdf (maximum A4 size) illustrating important features of the project and a layout plan if relevant. |
| **Contact Details**  Please do not include your contact details on this form. This is to enable the judges to review entries without immediately being aware of the acoustics consultancy submitting the entry.  On the covering email please ensure that you have provided a contact name, email and phone number as this will be required if we need to obtain further information. |

**CLOSING DATE: Friday 18th May 2018 (midnight)**

Send your entry by email to: [info@theanc.co.uk](mailto:info@theanc.co.uk)

Any questions, phone us on 020 8253 4518

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| **Conditions of Entry**   * All entries will be acknowledged. Please contact us if you had not acknowledgement within 2 working days of submission. * You may wish to submit images or supporting documents using Dropbox if the file sizes are too large. * Please note that entries and supporting documents become the property of the Association and by submitting an entry you are agreeing to make available information to the judging panel and a wider audience at the conference and trade press. Entries may be reproduced on the ANC website or as conference posters. * In submitting an entry you are confirming that any other parties (client, owner, contractor, other consultants etc) are agreeable to you identifying them in the submission and to any publicity that results. * Shortlisted entrants will be expected to attend the presentation and awards dinner on 27th June 2018 * The judging panel may seek further information on any entry as part of their review process * The judging panel may recommend reallocation of an entry to a different category if they feel this is appropriate and will seek your agreement to this if required. * Shortlisted entries may be reproduced on the ANC website after the presentation has taken place. * Photos provided as part of an entry may be used on the ANC website unless restrictions are advised when submitting an entry. |

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