**ENTRY FORM**

OUTSTANDING CONVENTION/CONGRESS

This award recognizes a well-organized convention/congress that delivered excellent speaker and delegate experiences and program design. The event must have incorporated the use of latest meeting/conference technologies and practices. Three awards will be given in this category as follows:

* + Outstanding Convention/Congress with 300-500 delegates
	+ Outstanding Convention/Congress with 501-1000 delegates
	+ Outstanding Convention/Congress with 1001-3000 delegates
1. **EVENT PROFILE**

NAME OF CONVENTION/CONGRESS

ENDORSED BY (ASSOCIATION MEMBER)-MUST FILL IN IF YOU ARE NOT AFECA MEMBER

DATE/S OF CONVENTION/CONGRESS VENUE OF CONVENTION/CONGRESS

ORGANIZER

BRIEF DESCRIPTION OF ORGANIZER

OFFICIAL CARRIER OF CONVENTION/CONGRESS

OFFICIAL GROUND HANDLER / TRANSPORT COMPANY

OFFICIAL HOTEL (If any)

REGISTRATION / ENTRANCE FEES CHARGED

BRIEF DESCRIPTION / BACKGROUND OF CONVENTION/CONGRESS

CONVENTION/CONGRESS THEME

OBJECTIVES OF THE CONVENTION/CONGRESS

NUMBER OF DELEGATES

 300-500 501-1000 1001-3000

1. **REQUIREMENTS FOR JUDGING**

(Please complete below.)

1. **Content (30%).**

Describe program content.

1. **Delegate Experience (20%).**

Provide substantial documentation on delivery of quality / exceptional delegate experience (i.e. testimonials, surveys etc.)

1. **Convention / Congress Layout (20%).**

Provide a copy of the event floor plan / layout; event designs for:

1. Entrance Signage
2. Registration
3. Hall Directional Signage
4. Stage
5. In-Hall Banners
6. Perimeter banner designs
7. Information counters/help desk
8. Staff Uniforms
9. Others
10. **Innovation (15%).**

Specify innovative technologies and practices introduced and/or implemented during the event.

1. **Sustainable Practices (15%)**.

Highlight how you engaged in environmentally sustainable practices and explain how these help to improve your business / event.