

## IFMA's Asia Pacific Awards of Excellence

- 1. Who may nominate?**

Any IFMA member for a minimum of one year in good standing may submit their nomination. Self-nomination is acceptable. Nominator can submit more than one nomination for each category.
- 2. How can I submit a nomination?**

Nominator may fill the nomination form and submit to World Workplace Asia 2017 Secretariat Office (Ms. Bernice Cheng, tel: +852 25120111, email: [hk-ifma.administrator@ifma.org.hk](mailto:hk-ifma.administrator@ifma.org.hk)) by March 31, 2017 to be considered.  
Written submission should be in WORD format. Supporting document should be in PDF format.
- 3. Can I submit the written submission in more than 750 words?**

Jury will only judge the first 750 words of your written submission.
- 4. Can projects outside Hong Kong be nominated?**

Yes. All projects within Asia-Pacific Region (including East Asia, South Asia, Southeast Asia, and Oceania) can be nominated.
- 5. Can a project be nominated to different awards?**

Yes. Separated nomination from for each award will be required.
- 6. Can I nominate a solution / system as a project?**

No. Nominated projects must be roll-out projects with demonstrated result, operated during January 1, 2015 to February 28, 2017.
- 7. How many testimonials should be submitted?**

The number of testimonials is based on the submitted project number. Each project requires a testimonial, in other words, if 3 projects are being nominated, then a total of 3 testimonials are needed.
- 8. Can companies jointly submit a project in the nomination?**

Yes, companies can jointly submit a project for the nomination. However, each project should only be nominated in each category once.
- 9. What should be included in the supporting document?**

A maximum of 5 pages of attachments and 3 testimonials you believe will support your entry and help judges to understand your project, e.g.

  - High quality before-and-after photographs that are clearly captioned, explaining the image and the date the photograph was taken, to assist explaining and demonstrating the project
  - Plans and layouts to assist explaining and demonstrating the project.
  - Other evidence including media coverage, business endorsements, professional / industrial recognitions, partnership engagement or community feedback.
  - All attachments should be in PDF format.
- 10. Is there any nomination fee?**

No.

**11. Any site visit or presentation will be required?**

No, judge by Jury Panel will be based on the submitted materials only.

**12. How will I know if my nominee has been selected for an award? / When will the Awards ceremony take place?**

Awards result will be announced during Hong Kong Chapter 25th Anniversary and Award Presentation Dinner Celebration on 9 May, 2017 at the Happy Valley Racecourse in Hong Kong. Award applicants are eligible for discounted table reservations at the Awards Dinner. Please contact the secretariat office at [hk-ifma.administrator@ifma.org.hk](mailto:hk-ifma.administrator@ifma.org.hk) for details.

**13. Who will be the judges of the awards?**

The jury panel of IFMA's Asia Pacific Awards of Excellence is composed of Past Presents of IFMA Hong Kong Chapter, Board of Directors of IFMA Hong Kong Chapter and a representative from Royal Institution of Chartered Surveyors.

**14. Can I have additional physical awards?**

Yes, additional physical award will be available to winners upon request. Fee for additional physical award will be at HK\$ 1,500/piece.

**More Questions?**

For more information, please contact World Workplace Asia 2017 Secretariat Office:

Ms. Bernice Cheng

tel: +852 25120111

Email: [hk-ifma.administrator@ifma.org.hk](mailto:hk-ifma.administrator@ifma.org.hk)