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# 2018 AFTA NATIONAL TRAVEL INDUSTRY AWARDS

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## CONDITIONS OF ENTRY

*The following conditions apply to all those companies or individuals who participate in the 2018 AFTA National Travel Industry Awards (NTIA).*

### 1. Nominations

- 1.1. The nomination period will run from 9.00am (AEDT) Monday 22 January 2018 through to 5.00pm (AEDT) Friday 16 February 2018.
- 1.2. Nominations will only be accepted via the online nomination forms found at [www.afta.com.au](http://www.afta.com.au)
- 1.3. Nominations are open to persons or businesses employed or operating within Australia, except where the category specifically allows for international nominations, i.e. categories 19, 20, 22, 23, 25 to 28, 30, and 33.
- 1.4. Nominees in the Travel Agency categories (Categories 1 to 17) must be nominated by a Supplier using the Travel Agency category nomination form.
- 1.5. For nominees in categories 1 to 17, 24, 25, 28, 29, 30, 37 and 38, ATAS requirements apply. ATAS accreditation may also be applicable in category 32.
- 1.6. Nominees in the Supplier categories (Categories 18 to 34) must be nominated by a Travel Agent.
- 1.7. Either a Travel Agent or a Supplier may nominate a person or company in Categories 35 & 36.
- 1.8. Self-nominations are permitted, except in Categories 35, 36 and 37.
- 1.9. Submissions for Categories 35, 36 and 37 must be submitted via email to [ntia@afta.com.au](mailto:ntia@afta.com.au) by COB Thursday 29 March 2018.
- 1.10. Category 37 is self-nomination only.
- 1.11. The person entering the nomination must provide their full contact details as specified on the nomination form.
- 1.12. Travel Agents may only nominate one person or company in each Supplier category. If these limits are exceeded, the first valid nomination/s received will stand and subsequent nominations will be deemed invalid.
- 1.13. Suppliers may nominate one Travel Agent in each category per state or territory to ensure national representation. If these limits are exceeded, the first valid nomination/s received will stand and subsequent nominations will be deemed invalid.
- 1.14. Contact details must be supplied for each nominee or the nomination will not be accepted. The minimum detail required is a company name, contact person and telephone number and email address.
- 1.15. All nominees will be contacted to confirm their eligibility and their acceptance of the nomination in the stated category. By accepting nomination, you also agree to be a finalist in this category if selected.

- 1.16. Nominees in categories 1, 2, 4- 8, 10 -17 & 32 will be required to answer and submit a range of questions in order to accept their nomination. The answers will be marked by a University level marker and this process will determine who proceeds through to being a Finalist. The top 5 highest scoring submissions will automatically proceed through to being a Finalist and required to present in front of the NTIA Judging Panel during the judging period of Monday 28 May – Wednesday 6 June 2018.

*Important Note:* The marks obtained from the submissions will be combined with the Judges' presentation score to determine the category winner.

- 1.17. Acceptance of nomination for **ALL** categories must be notified to AFTA in writing no later than Friday 2 March 2018.
- 1.18. A list of valid nominations will be displayed on the AFTA website from Monday 12 March 2018.
- 1.19. Category 38, *People's Choice: Retail Travel Agency of the Year Award*, is determined by the consumer through a separate voting process.

## 2. Voting

- 2.1. Online voting in all categories, except categories 1, 2, 4 to 8, 10 to 17, 32 and 35 to 38 will commence at 9.00am (AEDT) on Tuesday 13 March 2018 and conclude at 5.00pm (AEST) on Thursday 29 March 2018.
- 2.2. Votes will only be accepted through the online voting forms found at [www.afta.com.au](http://www.afta.com.au)
- 2.3. Voting is open to persons or businesses employed or operating within Australia only.
- 2.4. Travel Agents may vote in categories 18 - 34 only.
- 2.5. Suppliers may vote in categories 3 & 9 only, as, in all other travel agent categories, Finalist are determined by their Nomination Submission due on 2 March 2018.
- 2.6. The person submitting the vote/s must provide their full contact details as specified on the voting form. These details will be internally audited to ensure validity prior to the results being downloaded. Invalid voting forms will not be included in the voting download analysis.
- 2.7. Each Travel Agency is allowed to vote once in each category. If these limits are exceeded, the first voting form received will stand and subsequent responses will be deemed invalid.
- 2.8. Each Supplier is allowed to vote once in each state in each category to ensure national representation. If these limits are exceeded, the first voting form received will stand and subsequent responses will be deemed invalid.
- 2.9. The 5 persons or companies in each category which receive the highest number of votes will proceed to the Finalist stage.

## 3. Finalists

- 3.1. All Finalists will be contacted and notified that they have reached this stage in the awards process. As a Finalist you are to agree these Conditions of Entry including the scheduled date of presentation.

- 3.2. Should a Finalist withdraw from the awards process for any reason, their Finalist status will be withdrawn and AFTA may promote the next highest ranking nominee to Finalist at its absolute discretion.
- 3.3. Finalists who change jobs and / or company are required to notify AFTA to ensure eligibility status.
- 3.4. All Finalists will be given access to the 2018 AFTA NTIA Finalist logo for use in their marketing materials.
- 3.5. Finalists in Categories 1 to 17, 24, 25, 28, 29, 30, 32, 34, 36 and 37 will be required to make a submission and/or presentation to the AFTA NTIA Judging Panel.
- 3.6. The judging period is Monday 28 May until Wednesday 6 June 2018. Due to the time commitments of the AFTA NTIA Judging Panel, these dates are unable to be altered. If a person is unable to attend their scheduled Finalist presentation, they may nominate an alternate in the case of company categories. No alternates are permitted in the case of individual categories.
- 3.7. Finalists in categories 18 to 23, 26, 27, 31, 35 and 38 will not be required to make presentations or submissions.
- 3.8. Specific criteria and rules for presentations or submissions in categories 1 to 17, 24, 25, 28, 29, 30, 32, 34, 36 and 37 are noted in the Entrant Guidelines for that category which are available on the AFTA website.
- 3.9. Failure to make the required submission and/or presentation in these categories will result in disqualification from the awards process and withdrawal of Finalist status.
- 3.10. Finalists will be announced on Thursday 3 May 2018.

#### 4. Judging

- 4.1. The Judge's decision is final and no correspondence will be entered into at any time.
- 4.2. Each presentation will be attended by a panel with a minimum of 3 judges.
- 4.3. All Finalists who present to the AFTA NTIA Judging Panel will receive a feedback report on their presentation at the conclusion of the awards process (after the 21 July 2018).
- 4.4. All information supplied will be treated as strictly confidential and privileged and is protected by privacy laws.
- 4.5. Winners will be announced at the AFTA NTIA Gala Dinner on Saturday 21 July 2018.

For more information please contact AFTA on (02) 9287 9900 or [ntia@afta.com.au](mailto:ntia@afta.com.au).