
2019 AFTA NATIONAL TRAVEL INDUSTRY AWARDS

CONDITIONS OF ENTRY

The following conditions apply to all those companies or individuals who participate in the 2019 AFTA National Travel Industry Awards (NTIA).

1. Nominations

- 1.1. The nomination period will run from 9.00am (AEDT) Monday 21 January 2019 through to 5.00pm (AEDT) Friday 15 February 2019 (AEDT).
- 1.2. Nominations will only be accepted via the online nomination forms found at 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 35.
- 1.4. Nominees in the Travel Agency categories (categories 1 to 17 and 41 - 44) 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, 39, and 41 - 44 ATAS requirements apply. ATAS accreditation may also be applicable in category 32, 33, 34 and 38.
- 1.6. Nominees in category 36, Best Registered Travel Industry Training Institution must be an AFTA Accredited Training Provider.
- 1.7. Travel Agent or a Supplier may nominate a Training Institution in category 36.
- 1.8. Nominees in the Supplier categories (categories 18 to 35 and 38) must be nominated by a Travel Agent.
- 1.9. Self-nominations are not permitted, except in categories 37, 38 and 39.
- 1.10. Categories 37 and 39 are self-nomination only.
- 1.11. The submission for category 37, Best Travel Writer must be submitted via email to ntia@afta.com.au by COB Friday 15 February 2019.
- 1.12. Submission for category 38, Best Travel Agent Technology Innovation must be submitted via email to ntia@afta.com.au by COB Friday 12 April 2019.
- 1.13. The person entering the nomination must provide their full contact details as specified on the nomination form.
- 1.14. 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.
- 1.15. 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.

- 1.16. 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.
- 1.17. 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.
- 1.18. Acceptance of nomination for ALL categories must be notified to AFTA in writing no later than Friday 15 March 2019.
- 1.19. A list of valid nominations will be displayed on the AFTA website from Monday 25 March 2019.
- 1.20. Category 40, *People's Choice: Travel Agency of the Year Award*, is determined by the consumer through a separate voting process.

2. Nomination Submissions

- 2.1. Nominees in categories 1-17, 23, 24, 25, 28, 29, 30, 32, 33, 34, 36 and 41 to 44 will be required to answer and submit a range of questions in order to accept their nomination. The nominees will be sent the questions via a Survey Monkey link and the questions must be completed by Friday 15 March 2019.
- 2.2. The answers will be marked by an independent 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 Wednesday 12 June – Friday 21 June 2019.
- 2.3. The marks obtained from the nomination submissions will be combined with the Judges' presentation score to determine the category winner. The winner will be revealed at the NTIA Gala Dinner on Saturday 20 July 2019.

3. Voting

- 3.1. Online voting will only apply for supplier categories 18 – 22, 26, 27, 31 and 35.
- 3.2. Voting will commence at 9.00am (AEDT) on Tuesday 26 March 2019 and conclude at 5.00pm (AEST) on Friday 12 April 2019.
- 3.3. Votes will only be accepted through the online voting forms found at www.afta.com.au
- 3.4. Voting is open to persons or businesses employed or operating within Australia only.
- 3.5. Only Travel Agents may vote for supplier categories.
- 3.6. 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.
- 3.7. 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.

- 3.8. 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.
- 3.9. The 5 companies in each category which receive the highest number of votes will proceed to the Finalist stage.

4. Finalists

- 4.1. 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.
- 4.2. 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.
- 4.3. Finalists who change jobs and / or company are required to notify AFTA to ensure eligibility status.
- 4.4. All Finalists will be given access to the 2019 AFTA NTIA Finalist logo for use in their marketing materials.
- 4.5. Finalists in categories 1 to 17, 23, 24, 25, 28, 29, 30, 32, 33, 34, 36, 37, 38, 39 and 41 - 44 will be required to make a submission and/or presentation to the NTIA Judging Panel.
- 4.6. The judging period is Wednesday 12 June until Friday 21 June 2019 (inclusive). 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.
- 4.7. Finalists in remaining categories 18 to 22, 26, 27, 31, 35 and 40 will not be required to make presentations or provide a submission.
- 4.8. Specific criteria and rules for presentations or submissions in categories 1 to 17, 23, 24, 25, 28, 29, 30, 32, 33, 34, 36, 37, 38, 39 and 41 - 44 are noted in the Entrant Guidelines for that category which are available on the AFTA website.
- 4.9. 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.
- 4.10. Finalists will be announced on Monday 20 May 2019.

5. Judging

- 5.1. The Judge's decision is final and no correspondence will be entered into at any time.
- 5.2. Each presentation will be attended by a panel with a minimum of 2 judges.
- 5.3. 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 20 July 2019).

- 5.4. All information supplied will be treated as strictly confidential and privileged and is protected by privacy laws.
- 5.5. Winners will be announced at the AFTA NTIA Gala Dinner on Saturday 20 July 2019.

6. The CATO Awards

- 6.1. CATO is an AFTA and ATAS partner and therefore The CATO Awards will be held within the National Travel Industry Awards Gala Dinner on 20 July 2019.
- 6.2. The nomination and judging procedure of The CATO Award categories is aligned to the National Travel Industry Awards process and as such the AFTA NTIA Conditions of Entry Sections 1 to 5 also apply for The four (4) CATO Award categories.
- 6.3. The Four (4) CATO Award categories are:
 - Category 41 - Consultant of the Year – Adventure Travel
 - Category 42 - Consultant of the Year – Group Touring
 - Category 43 - Consultant of the Year – Ski
 - Category 44 - Consultant of the Year – Free Independent Travel (F.I.T)

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