

2016 AFTA National Travel Industry Awards

Conditions of entry

The following conditions apply to all those companies or individuals who participate in the 2016 AFTA National Travel Industry Awards (NTIA).

1. Nominations

- 1.1. The nomination period will run from 9.00am (AEDT) Monday 1 February 2016 through to 5.00pm (AEDT) Friday 26 February 2016.
- 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, 25, 27, 29 and 33.
- 1.4. Nominees in the Travel Agency categories (Categories 1 to 16 and 37) 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 and 37, ATAS requirements apply
- 1.6. Nominees in the Supplier categories (Categories 17 to 33) must be nominated by a Travel Agent.
- 1.7. Either a Travel Agent or a Supplier may nominate a person or company in Categories 34 to 36.
- 1.8. Self-nominations are not permitted, except in Categories 35, 36 and 37.
- 1.9. Submissions for Categories 35 and 36 must be submitted via email to ntia@afta.com.au by COB Friday 18 March 2016.
- 1.10. Category 37 is self nomination only.
- 1.11. Category 38, *People's Choice: Retail Travel Agency of the Year Award*, is determined by the consumer through a separate voting process.
- 1.12. The person entering the nomination must provide their full contact details as specified on the nomination form.
- 1.13. 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.
- 1.14. 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.

- 1.15. 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 or email address.
- 1.16. 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.
- 1.17. Acceptance of nomination must be notified to AFTA in writing no later than Wednesday 9 March 2016 to ensure inclusion in the voting process.
- 1.18. A list of valid nominations will be displayed on the AFTA website from Wednesday 16 March 2016.

2. Voting

- 2.1. Online voting in all categories, except Categories 35, 36 and 37 will commence at 9.00am (AEDT) on Thursday 17 March 2016 and conclude at 5.00pm (AEST) on Friday 8 April 2016.
- 2.2. Votes will only be accepted through the online voting forms found at 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 17-34 only.
- 2.5. Suppliers may vote in categories 1 to 16, 34 and category 37 only.
- 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 agree the 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 2016 AFTA NTIA Finalist logo for use in their marketing materials.
- 3.5. Finalists in Categories 1 to 17, 24, 25, 28, 29, 31, 32 and 34 to 37 will be required to make a submission and/or presentation to the AFTA NTIA Judging Panel.
- 3.6. The judging period is Monday 16 May until Friday 3 June 2016. 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, 30 and 33 will not be required to make presentations or submissions.
- 3.8. Specific criteria and rules for presentations or submissions in categories 18 to 23, 26, 27, 30 and 33 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 Wednesday 27 April 2016.

4. Judging

- 4.1. The Judges decision is final and no correspondence will be entered into at any time.
- 4.2. Each presentation will be attended by a panel 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.
- 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 16 July 2016.

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