**Guidance for Submissions**

**The deadline for submissions is Friday 15th February 2019**

This award is for any digital transformation project: digital transformation of business processes, digital automation in production, digital design and construction (BIM) etc.

The judges will apply the following criteria:

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| **Business Transformation** | Judges will look at how a business has transformed the way they work through the adoption of digital processes or technologies. |
| **Innovation** | This concerns the originality of the project or digital advancement in terms of subject and/or approach. |
| **Application of Technology** | This will recognise the successful or innovative application of a specific technology or digital process. |
| **Collaboration** | Points will be gained if the idea promoted collaboration/integration across the supply chain and project stakeholders. |
| **Project delivery / Benefits** | Judges will consider how digital technologies and processes have helped deliver your project with demonstrable benefits. This could include one or more out of design, health and safety, construction or communication benefits. |

Entries should comprise the following:

1) A completed entry form.

2) Description of Digital Transformation Initiative: A note of not more than 1000 words (typed in single spacing on a separate sheet) consisting of:

i. A summary stating the factors which, in the opinion of the entrant, merit consideration of the for this Award.

ii. A description of the initiative.

3) All entries shall be supported by appropriate photographs or illustrations. These shall be saved separately as JPEG files and be of high resolution.

4) If available, video may be submitted.

5) Please note that the calibre of presentation is very important, especially the quality of photographs and drawings, as the Judges depend on these to assess the merit and value of each project, and to select those for possible site visits.

**General Conditions**

1) Entries may be submitted by any of the parties listed on the entry form.

2) Any or all of the Judges must be allowed access to any project submitted to enable them to inspect it prior to recommending it for an award.

3) The Judges will have the right to reject any entry for which the documentation does not in the opinion of the Judges comply with the above details.

4) All materials submitted in connection with entries shall become the property of British Precast.

5) British Precast reserves the right, without the payment of fees or royalties, to make whatever use it may consider desirable of all material submitted in connection with the entries, including the publication of photographs and names, and to select from the entries at its own discretion material for exhibition or publication, irrespective of the results of the award.

6) The decision of the Judges shall be binding on all persons. The discretion of the Judges to make or withhold an award or awards is absolute. No form of discussion or correspondence relating to any decisions will be entered into by the Judges.

7) The Judges may make no awards if suitably outstanding entries are not submitted.

8) By submitting an entry for this award, the party making the submission hereby warrants to the Judges and to British Precast that it owns the copyright to all of the plans, photographs and other images submitted, or has obtained the copyright owner’s consent to the submission, and the potential use of them as outlined in the paragraphs above, and the party making the submission hereby indemnifies British Precast and the Judges against any liability that may arise out of the submission to, or use by, British Precast of any such plans, photographs or other images, howsoever arising.

**Submission of hard copy and e-documents of entry in MS word, PDF format, electronic media storage or via email.**

**One Entry Form for each distinct Entry. Entries will be considered for any additional categories and do not need to be duplicated.**

**All entries shall be submitted to:** [**amy.potter@britishprecast.org**](mailto:amy.potter@britishprecast.org)

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| **Entrant Company:** |  |
| **Entrant Contact Name:** |  |
| **Address:** |  |
| **Project/ Initiative Title:** |  |
| **Tel:** |  |
| **Email:** |  |
| **Director Signature:** |  |
| **Date:** |  |

**Entry Information & Data:**

*(Please use additional pages if required)*

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| **Brief Description of Entry/ Summary of project/initiative (200 words maximum):** |
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| **Details of supporting references – client/contractor/subcontractor/architect/consulting engineer:** |
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**Detailed Information on Project/Initiative:**

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| **Please make the case for your entry here – use additional pages as required:** |
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