

THE IRISH TIMES

# INNOVATION

## AWARDS 2018

RECOGNISING INNOVATIVE THINKING IN BUSINESS

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### Terms & Conditions and Guidance Notes

Your application form is a key part of our selection process and so it is very important that you complete it properly. It allows our expert judges to meaningfully collect and compare your innovations across our five awards categories, before selecting our category winners and the overall prestigious 'Innovation of the Year' winner.

*Before you start, it is important to read the Terms & Conditions and Guidance Notes, to be sure that you fully understand the process and are eligible to enter. Below are some key points to remember:*

- The closing deadline for completed applications is **5pm on Friday 29<sup>th</sup> June 2018**. Try to avoid leaving your submission to the last minute in case you encounter any unforeseen complications which may cause you to miss the deadline.
- Entries should be based on an operational, service or product innovation which has been **introduced to the market for the first time** between the 1<sup>st</sup> January 2017 and the 31<sup>st</sup> December 2017.
- The innovation may be business and/or customer focused, and its impact should be proven **and measurable in qualitative and quantitative** terms.
- Try to choose the category most closely related to your project. We realise that innovations can overlap various categories. The Irish Times, therefore, reserves the right to move applications between categories. If this is the case, you will be notified of such a change.
- Entries for pharma or medical device innovations should at least have reached **phase III** of clinical trials.
- Incomplete forms will not be accepted.

### **Stage 1 – Entry Screening – to apply you should meet the following criteria:**

- Your business operates and is registered (as a company/organization) on the island of Ireland (North or South)
- Your entry is category compliant
- The innovation around which the entry is based has been introduced to the market for the first time in the period 1<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017
- You are compliant with any relevant industry and/or legal standards
- Your application adheres with the entry deadline

### **Stage 2 – Category Short Listing – to identify the 2 finalists within each category, applications will be assessed against the following criteria:**

- Proven Originality of Innovation
- Proven Market Impact (e.g. completely new to market)
- Innovation Management (project management)
- Proven Business Impact (e.g. efficiency levels, sales growth etc)
- Potential for Sustainability & Development (next steps and potential impact)

Shortlisted companies will be announced in The Irish Times in early September 2018.

### **Stage 3 – Category Winners & Innovation of the Year**

The 3 short-listed finalists from each category will be invited to present their innovation to the final judging panel. The category winners will be selected on the basis of their presentation and their overall application. The Final Judging Day is planned to take place in the week beginning October, 5th 2018, so please ensure the representatives from your organisation who will be making a presentation to the judges are available at that time. If you are shortlisted, your allocated presentation time slot will be sent to you in mid September.

All winners will be announced at an awards event which will be held on Tuesday November, 20th 2018 at the RDS, Dublin.

These will include a winner from each category, as well as the overall 'Innovation of the Year' award.

The Judges' decision is final and no correspondence will be entered into in relation to the decisions arrived at by the Innovation Awards adjudication panel.

## **COMPLETING THE FORM**

The following guidance information is provided in relation to the application form:

### **ORGANISATION DETAILS**

Industry Sector provided should adhere to one of the main sector headings linked to the following options;

- Manufacturing
- Water Supply; Sewerage; Waste Management and Remediation Activities

- Construction
- Wholesale & Retail
- Information & Communication
- Financial & Insurance Activities
- Professional, Scientific & Technical Activities
- Agriculture, Forestry & Fishing
- Mining & Quarrying
- Electricity, Gas, Steam & Air Conditioning Supply
- Transportation & Storage
- Accommodation & Food Service Activities
- Administrative & Support Service Activities
- Education
- Human Health & Social Work Activities
- Arts, Entertainment & Recreation
- Other Service Activities

Organisation type provided should adhere to one of the following options;

- Company
  - Business Agency
  - Academic
  - Government
  - Student/Graduate
  - Other
- It is recommended that you keep a copy of your application for your own records.
  - As a guideline, remember, the judging panel is made up of people from various walks of life and they may not be as well versed on your area of expertise. Therefore, avoid industry jargon and be sure to get someone from outside your business to read through your application and advise you of anything that is unclear to them.
  - The objective of your application form is to fully explain your innovation and what is unique about it. If it is an improvement on a current system or process, explain what makes it different. Why is it better than the rest of the market?
  - With several hundred applications to read through, it is important that you keep your application form concise and to the point. As a general guideline, answers to individual questions should range between 200-400 words maximum.
  - Make sure that what you say in the application is correct, including any claims about patents or projected sales/deals and market size.
  - We strongly advise all entrants to fully substantiate, in qualitative and quantitative terms, any business impact claims made in your application form. In particular you need to be able to convince our Judges that your innovation delivers targeted outcomes. The best way to do that is to summarise the evidence and include details of relevant citations, testimonials, research and other verification from independent sources.



## REFERENCES

For audit purposes and as part of our due diligence, you are required to provide the names and contact details of two independent industry referees who are familiar with the project and its value.

Referees should be independent of the organisation or project involved, highly experienced in the industry or business sector in which the project is involved, and be available for a telephone interview w/c 9th July 2018.

These could be a customer/supplier/accountant or someone who is highly experienced in the industry.

## SUBMITTING ADDITIONAL DOCUMENTS

Some innovations are easy to explain in words, but other more technical innovations are better explained via pictures, animations or drawings. If you would like to submit additional information for the judges to consider, you can email this directly to [innovationawards@irishtimes.com](mailto:innovationawards@irishtimes.com). Clearly state your organisation name in the subject of your email.

Please note that information must be saved as PDF format and the file size should be **no more than 6mb**.

## SUBMITTING YOUR APPLICATION

Before submitting your application, double check that all sections have been completed and contain no mistakes.

Your completed application must be emailed to [innovationawards@irishtimes.com](mailto:innovationawards@irishtimes.com) before **5pm on Friday 29<sup>th</sup> June**. Applications received after this time will not be accepted.

Upon receipt of your completed application, we will include your organisation name and web address on the Innovation Awards website. This is an excellent opportunity for you to showcase your organisation, so don't delay in getting your application to us.

If you do not want your organisation name and web address to be listed on the website, please notify us in the section included on the application form.

## What happens next?

- After the closing deadline, applications are placed into their relevant categories and checked for eligibility.
- Judging then takes place to select the three shortlisted applicants in each category.
- After due diligence has been conducted, the shortlisted organisations will be announced in early at the start of September 2018 in the Business+Technology & Innovation pages of The Irish Times. Successful applicants will also be contacted directly.

- As soon as they are notified, the shortlisted application organisations will be required to:
  - Ensure that they are available to present to the Final Judging Panel during the week beginning October, 8th
  - Prepare a short 8-slide (max) Powerpoint presentation which will be delivered by the shortlisted company, to the Final Judging Panel. Presentations will last no longer than 15 minutes and will be made up of approximately 8 minutes presentation and 7 minutes Q&A with the judges.
  - Take part in a short vox-pop on the final judging day, immediately after giving their presentation. This will be used on the website and to promote the company on the night of the awards.
  - Provide a short 2-minute (max) clip about your organisation and your innovation. If you don't have this, a series of still photographs should be provided. These will be used to profile your company on the night of the awards.
  - Be available for radio/newspaper interviews in the lead up to the awards night and after the event.
  - On the night of the awards, shortlisted companies may be required to arrive 30 minutes before the start, in order to have PR photos taken.
- Shortlisted organisations are allocated 5 places at the awards evening. All shortlisted companies are expected to attend.
- Winners of each category and the 'Innovator of the Year' will be announced at the closing ceremony on November 20<sup>th</sup>, 2018.
- A more in-depth 'Next Steps' document will be emailed to all shortlisted organisations, including a related PR pack, as soon as they are announced.

**ENDS**