

The Peer Awards Handbook



The 2016-17
PEER AWARDS
For Excellence

Being a Finalist

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Note

You can always use the PDF option to view your own or other finalists' presentations, as an alternative to using your browser and to (print and) circulate entries amongst colleagues.

In the first instance you describe your entry in words alone, without the need for supporting visuals yet. This way you only need take time to put your visuals together when you know for sure that your entry is nominated, or is at least going to be showcased at our website.

Your entry needs to explain the impact your initiative has in its target communities, how what you are doing is innovative, and how this could be of interest to and indeed inspirational for fellow professionals.

If the entry is on behalf of another organisation

If you are submitting an entry on behalf of another organisation, or even if it has its own identity and logo that you would like to use, you can specify this on the entry form and it will then be represented with their logo as being from them instead of from yours.

- Your organisation can be referenced (in non-promotional language) in the text
- You can arrange for any organisation (including yours) associated with this entry to benefit from recognition alongside this entry once it has been nominated/showcased

If another individual is the main person behind this entry

The subscriber (the person managing the licence) can arrange for others (candidates) to prepare the entry. In this way we can always obtain clarification about your entry direct from them ahead of nominating it, about your visuals prior to placing your presentation for peer review or showcasing it at our website, and judges may question them direct when casting their ratings.

- This option is only available with a Full or a Combo Pack
- This capability will be available in the next phase of the Peer Awards Dashboard

You can  refine your words in draft mode until you are  comfortable with them. You may find it helpful to (print and) circulate it as a  PDF, to gain feedback from colleagues for instance. You can  delete your draft at any time without affecting the number of credits you may still have remaining.

When you are ready to, you  submit your text to us for consideration. From this time you may only edit sections of text where we request it. Before reaching a decision we may revert back to you for further clarification, for additional information or for some other changes.

If someone else is the candidate for this entry

The candidate prepares an entry up to the stage where it is (in their view) ready for submission. The decision to submit it or not would be taken by the subscriber; that is the person that manages the licence. In this way you can (with the Full or Combo Pack and when the capability becomes available) as a subscriber invite a number of colleagues/clients to suggest entries as potential candidates, and then only submit those that you wish to support.

We aim to let you know within a few days of receipt if your submission is nominated (congratulations!), if it is not nominated but is showcased at our website (also congratulations!), if a decision is pending (please be patient) or if it is (unfortunately) declined.

Once your entry is nominated/showcased you can put together your  supporting visuals. In addition to providing a large picture that we stretch across the top of your entry's showcase, you may provide a picture, a video (uploaded to YouTube), a PowerPoint (uploaded to SlideShare) or a Prezi or a PDF (uploaded to SlideShare) for each of the Description, Impact, Innovation and Inspiration sections.

The entire presentation should not require more than ten minutes of a judge's time to assimilate. So the video and slides running-time plus the number of words in text and pdf (@ 300 words/minute) should not add up to more than this. If it does we will ask that you cut down on the content.

Your completed presentation is put forward for peer review from the 1st of next month until we have received sufficient ratings from your fellow professionals, at which time its peer review will be complete. We then showcase your entry at our website and may give it further exposure in the media.

To get started you register and select a Pack (see <http://thepeerawards.com/how-to-enter/>)

Packs available

The **Individual Pack** (Early Bird or Standard) is ideal for someone with a specific entry in mind.

The **Full Pack** is for people with two or three entries in mind for either **Corporate Responsibility**, **Customer Engagement** or **People & Performance**, possibly with some prepared by colleagues or clients.

The **Combo Packs** are for organisations with entries for more than one award and/or year.

Early Bird Discount

The discounted Early Bird is available for a limited time for selected award categories. If you know which award category your entry best fits take a look at <http://thepeerawards.com/how-to-enter/> to see if it is still available for Early Bird submission. If so register and then submit your entry before the end of the current month to be assured of this special rate, just in case the award category you have in mind will no longer be available from the 1st of next month when we update the Early Bird offer list.

Very popular award categories that fill up towards will cease to be available at all for new Individual Pack submissions. The same advice - to submit your entry before the end of the month - applies here as well.

With the Full and Combo Packs you can submit entries for any category at any time up until the end of the year. We will always nominate good entries (even if it means splitting a full category into two smaller award categories), and it does not matter if the award category is still Early Bird or is Closed.

Initial step

Complete a registration form to give us the information we need about yourself and your organisation, about the award(s) of interest to you and about your preference for payment. On receipt we create your personalised Dashboard where you manage the submission of your own entries and select nominated entries of other finalists that you would like to review (judge). To access your Dashboard please click the link that we email you, this helps us verify that we have the correct email for you, and that you can be accessed at the work domain that you have provided.

Choosing the award category

The more popular award categories may fill up towards the end of the year, at which time they cease to be offered under the Individual Pack, but continue to be available for Full or Combo Pack entries.

We may at the outset reassign your entry from the award category that you request to another one that we feel to be a better fit. We will advise you of this when we inform you that your entry is nominated. Also you may find that in the shortlists announced in early 2017 some proposed award categories differ from those proposed at the outset. This process enables us to ensure that each award category has a healthy balance of and number of entries, and best represents the entries that are nominated.

Preparing your entry

Provide not more than 3,000 words in total. The exact number of words you should limit yourself to depends on the duration of the video and slides you plan to include, once your entry is nominated/showcased. Assuming an average reading-rate of 300 words a minute means you should provide 300 fewer words for every minute of visuals you plan to include.

OVERVIEW

In not more than a hundred words explain why you have done what you have done, and what is good about this. This is an “elevator pitch” and gives a potential peer reviewer a quick insight about your entry, so they can decide if they wish to review it in detail.

DESCRIPTION

Explain in depth why you have done what you have done, and what is good about this. It can include aspects you refer to later in the Impact, Innovation and Inspiration sections but should also stand on its own as an account of your entry. You can supplement this later with a picture, a video, slides or a pdf.

IMPACT

The difference your initiative is making in its target communities and the benefits this brings to your own organisation. We suggest good anecdotal evidence with some metrics rather than reams of stats. It can be a good idea to feature some comments from actual beneficiaries, on video for instance.

INNOVATION

What’s distinctive about your entry and how you have had to be creative to overcome challenges at the outset and along the way. It does not have to be as innovative and revolutionary as the iPad – just some of your good ideas that may not have occurred to some of your fellow professionals.

INSPIRATION

Based on your hard-earned experience and now with the benefit of hindsight, what hints and tips can you share that would provide invaluable insight to your fellow professionals looking to emulate some aspects of what you have done or how you have gone about it. Also, what have you discovered with the benefit of hindsight about what does not work and why this is, and how to address this.

Once your submission has been nominated/showcased you can add video and PowerPoint, much like you would if you were presenting in person to a panel of judges. The beauty of doing this online however is that you can as a finalist ensure it looks just as you would like, and not be affected by presentation nerves or technical hitches on the day. And it allows a diverse range of informed judges to explore your ideas when and where they like, and replay or fast-forward through elements as they wish.

These are the different types of visual you can employ to enrich your presentation.



Main Picture

The main picture appears across the top of your entry's showcase, on the header page of your entry's PDF and in the gallery of entries for peer review. It should be a striking (hi-res) picture that conveys some aspect of your entry and helps attract interest from the reviewers.



Picture

You can supply a picture to support any aspect of your entry. This can literally add colour to your presentation without requiring too much preparation, and without taking up any of your ten-minutes allocation of time



Video

You can use a pre-existing video clip or prepare one especially for this presentation. This can be a most powerful way to capture a mood, to convey enthusiasm felt by people for your initiative and its outcomes, and to show what actually happened.

This needs to be uploaded to YouTube.



PowerPoint

Most people would use PowerPoint to accompany their presentation, and you can use the same approach here. Your PowerPoint can include pictures and embedded video, and indeed you can use it to help create a video which includes your narration. We request that you focus on creating a visual presentation and one that has very little text (say no more than ten words on a slide).

This needs to be uploaded to SlideShare.



Prezi

Prezi offers an exciting alternative presentation format to PowerPoint that can be very effective if used well. This too can incorporate sound and video, and indeed can also be used to help create a video.



PDF

A PDF allows you present text and pictures in the layout and style that you would like. Please be aware that we take account of this text when evaluating the overall time required to read your entry.

This needs to be uploaded to SlideShare.

Once your presentation has been nominated it will go forward for Peer Review.

At the start of each month we release all the recent new presentations for online review by fellow professionals, and we bring each to a close when they have been given sufficient ratings. Judges are invited to review new presentations of interest, and are made aware of those whose peer reviews are coming to a close.

Peer reviewers are able to post  questions for further information or clarification before rating your entry. It is good practice to respond promptly, courteously and to the point. Questions are posed anonymously to preserve the integrity of the awards, as you may well be judging their entries later.

Each time a question is asked about your entry we send you an email inviting you to return to your Dashboard and respond. You will see a small number displayed in red alongside the Q&A icon – this is a count of the number of questions currently awaiting a response from you for this entry from peer reviewers. Hopefully this is never much more than 1! Please do not identify yourself in person in your answer, or seek to make direct contact with the questioner at this stage.

At the start of 2017 we expect to announce the shortlists. Your nominated entry will feature in a category shortlist and could also feature in some other shortlists, for instance for sector or country.

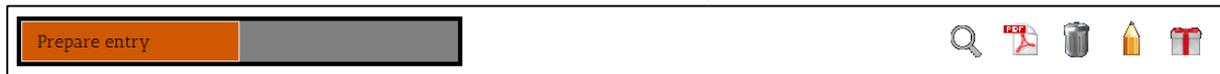
The results of the Peer Awards are announced at the Awards Ceremony planned for March 2017.

Being a Finalist: Your Dashboard explained

Here are all the stages that your entry could go through. The orange progress bars show you how far you are along the process. When the bar has text in black and the background colour is grey then this means that the next action is yours; when the text and the background are white then please just wait.

Preparing your entry

You work on your draft until it is ready for submission. The icons let the candidate  view it,  print a PDF,  delete it and  edit it until it can be declared  ready for submission.



Once the candidate has declared the entry ready for submission the subscriber (often the same person) can  submit it, in which case one of the licence credits is used.



On submission the bar text and background changes to white to signify that the entry is in the hands of the Peer Awards, and the icons now only allow for viewing the entry and printing a PDF.

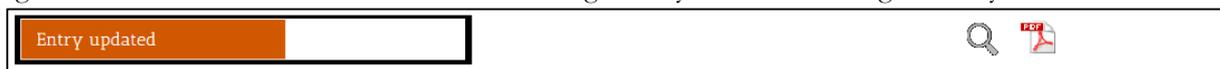


Clarifying your entry

We may come back to you for clarification or further information. So you are now able to  edit those sections and let us know when you are  ready for us to see the updated version.

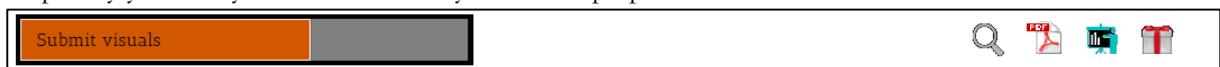


On re-submitting your entry the bar text and background changes to white to signify that the entry is again in the hands of the Peer Awards. The icons again only allow for viewing the entry and PDF.



Decision time

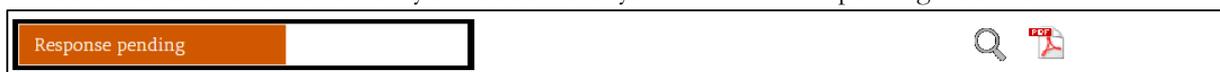
Hopefully your entry is nominated and you now  prepare and  submit visuals.



Even if your entry is not nominated we may be interested to showcase it at our website, and so here also you now  prepare and  submit visuals



If we are interested but are not ready to decide we let you know that it is pending a decision.



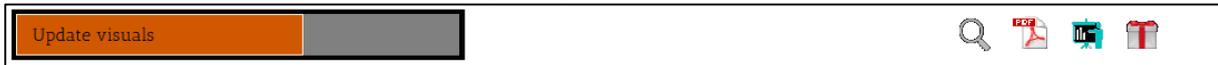
If unfortunately we do not nominate your entry then we thank you but that's the end of the line.



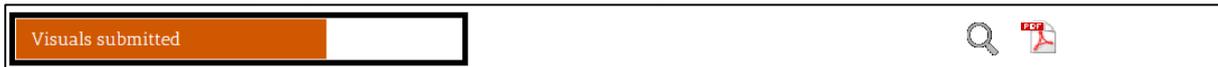
Being a Finalist: Your Dashboard explained (cont.)

Finalising your presentation/showcase

We may come back to you about some of your visuals. So you are now able to  update them and let us know when you are  ready for us to see your updated version.

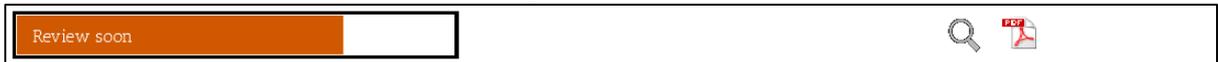


On re-submitting your visuals the presentation is again in the hands of the Peer Awards. The icons again only allow for viewing the presentation and PDF. The display is a bit different for a showcase.

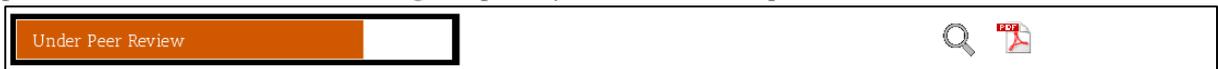


The review process for nominated entries

Once your presentation for your nominated entry is accepted it is added to the list of those soon to be reviewed. It can be at this stage for anything up to a month.



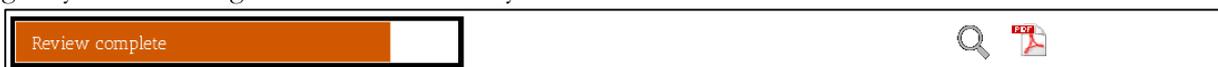
From around the 1st of the next month it gets added to the gallery of nominated entries with presentations to be reviewed. During this phase you could receive questions.



People reviewing your entry may have questions for you, possibly before they cast their ratings. The red number next to the  icon tells you how many questions are awaiting your response.

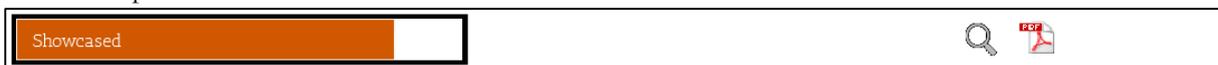


When your entry has received sufficient ratings from peers it will be withdrawn from the peer review gallery. The next stage is at the start of next year when the shortlists are announced.



The display process for showcased entries

From around the 1st of the next month it gets added to the gallery of showcased entries alongside other nominated presentations and showcased entries.



Being a Judge: The judging process

At the start of each month we make the presentations for the latest batch of nominated entries available for review, and place nominated entries whose peer reviews are complete, and recently showcased entries, at our website for public viewing.

In your gallery you would expect to see all the entries currently awaiting peer review for the [Corporate Responsibility](#), [Customer Engagement](#) or [People & Performance](#) award (depending on the award(s) you are licensed for) that you have not already reviewed.

If you wish to be selective just click on an entry of interest and read the overview. We encourage you to review as many as you can – you never know where inspiration is hiding!

Please set aside ten minute to read an entry of interest and view its visuals, and at least five minutes to rate it and provide any feedback.

Questions

You may find that you have questions about an entry. Post these and we will forward them to the appropriate candidate. We encourage them to respond to you as soon as possible. You can cast your review for an entry before you get a response, or you may return to do this once you have been answered. Where questions have already been posed for an entry, they are all displayed (with their corresponding responses) on the Q&A tab on the entry's showcase page. If there is no Q&A tab then this means that no questions have been asked.



The Q&A tab appears to the right when an entry has received questions

Review

There are two aspects to the review; ratings and feedback.

You are asked to cast four ratings and we collate these from a quorum of reviewers, fellow professionals like yourself, so we may identify the winners in each award category etc.

You are invited to make comments and give feedback. These can be notes for your own reference, suggestions for the finalist and observations that may display later on the entry's showcase.

Timing

We plan to add new nominated entries to the list of those available for peer review on the 1st of each month. It may happen that on some months you have nothing new to review, and on other months you may have quite a few.

At the same time we remove from peer review those entries for which we have received sufficient ratings. This helps maintain the focus of reviewers on the new material as it comes in, so that we can have all the nominated entries fully judged by the end of the process.

It will still be possible to read through and comment on nominated entries after their review process is complete, just not to vote on them.

Being a Judge: Giving star ratings

Assign anything from one to ten stars for each of the three judging criteria (Impact, Innovation and Inspiration) and for the entry overall. The more stars you give – the more positive your rating.

Impact*



The difference made in target communities and benefits to the organisation

Innovation*



How distinctive the entry is; how creativity helped overcome challenges

Inspiration*



Hints and tips about what works (and what does not) that you would find useful

Overall*



How keen are you for this entry to be a Peer Awards Winner?

Rate each entry on its own merits

The rating that you give is your assessment of an entry in its own right. If this means that you assign the same number of stars to more than one entry, that is absolutely fine.

The ratings should make sense relatively

It can take reviewing a number of entries before you get a sense of how many stars to assign to each. For this reason we have enabled you to look back later and fine-tune ratings that you have already cast.

The screenshot shows a web interface titled "Completed Peer Reviews". At the top, there are five tabs: "Your Overall ratings", "Impact", "Innovation", "Inspiration", and "Notes". The "Your Overall ratings" tab is selected. Below the tabs, there is a list of three entries, each with a star rating and a logo:

- TURKCELL**: DEMO: Turkcell's Assess and Recruit Generation Y [2014]. Rating: 10 stars. Up and down arrows are visible to the right.
- BRITISH AIRWAYS**: DEMO: British Airways' Beyond the Flight Deck [2014]. Rating: 10 stars. Up and down arrows are visible to the right.
- MICHELIN**: DEMO: Michelin's Road Safety with Puppets [2013]. Rating: 10 stars. Up and down arrows are visible to the right.

Each tab shows you the stars you assigned each entry – click an arrow (and refresh the display) to change this

The screenshot shows the same "Completed Peer Reviews" interface, but with the "Notes" tab selected. The "Notes" tab is highlighted with a red underline. The content of the "Notes" tab is as follows:

- TURKCELL**: DEMO: Turkcell's Assess and Recruit Generation Y [2014]. Note: It's really good to try and attract young people using social media
- BRITISH AIRWAYS**: DEMO: British Airways' Beyond the Flight Deck [2014]. Note: It was very innovative because they decided to train their pilots to interact with the public
- MICHELIN**: DEMO: Michelin's Road Safety with Puppets [2013]. Note: Using puppets to engage young people was very innovative. Maybe something we can copy with our youngsters?

The Notes tab displays your thoughts on each entry – you can click a title and see the showcase again

Using the whole scale

Some of us tend to cast all our ratings between say 7 and 9. Maybe you are of the opinion that no entry can be that poor as to merit a 1, and that assigning 6 or 5 or less is a bit harsh. The problem with this approach is that this means that the views of reviewers that use the whole breadth of the range – casting anything from 1 to 10 stars as they deem fit – end up having a greater impact on the end result. This is because, when it comes to working out the award winners, all that matters is the relative score of each entry within an award category. Someone who rates each entry for a category within a very small range of values will have almost no impact in the outcome. Someone who utilises the full breadth of the scale will have a very strong influence on deciding the winners.

For this reason we request that you aim to have used the whole range of star ratings, from 1 all the way up to 10, by the time you finish all your reviews. You can still have a lot of them clustered around a narrow range if that best represents your views, but try and use the full extent of the scale to convey this. For those that do not utilise the full scale, we may adjust their ratings so that it is used, so that the impact of each judge's vote has a similar effect on the outcome.

Conflicts of interest

It may happen that you are invited to provide a peer review for entries you are directly competing with, such as where the entry is for the same award category as yours or is from an organisation in the same sector as yours. It can also happen that you cast votes for entries where you have an association with the entry concerned.

We encourage this because in fact these entries are likely to be amongst those of greatest personal interest to you, and your feedback to the finalists is likely to be most valued. However because of possible conflicts of interest (people rating their direct competitors harshly or their pals over enthusiastically) we do not take these ratings into account when we identify the winners.

The provision of feedback and comment is an important aspect of the peer review process. Although it has no impact on determining the winners of the various awards, it is very valued and appreciated by many finalists. In fact it is a key reason for the existence of the Peer Awards in the first place.

There are three different types of feedback that you can provide

Seen by finalists (attributed to you) after the awards ceremony

- Feedback on initiative (What you liked or not about an entry, and any suggestions)
- Feedback on presentation (How well an entry is presented)

Published for all to see (attributed to you) after the awards ceremony

- Observations (Your overall view about any aspect of an entry)
- Viewpoint (How ideas from an entry might influence your own work)

Not displayed to anyone else

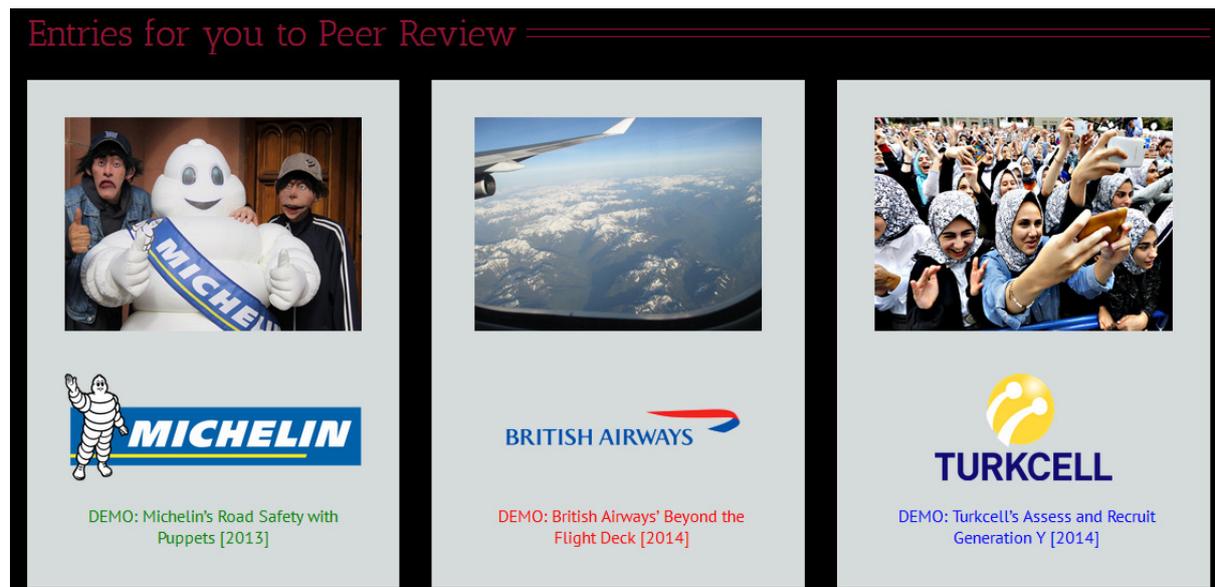
- Review Notes (Ideas from an entry for your own reference)
- Judging Notes (For your reference when judging other entries)
- Comments (Anything to communicate to the Peer Awards organisers about an entry)

Being a Judge: Your Dashboard explained

Here are all the stages that your judging may go through. There are two sections; one displays all the entries that you are being invited to peer review, and below this is a display of the entries that you have already reviewed.

The illustrations here feature the demo entries that we created at the start of the year. The actual entries that are presented to you on your Dashboard will be different from those illustrated here as entries are received and get nominated.

Entries to review



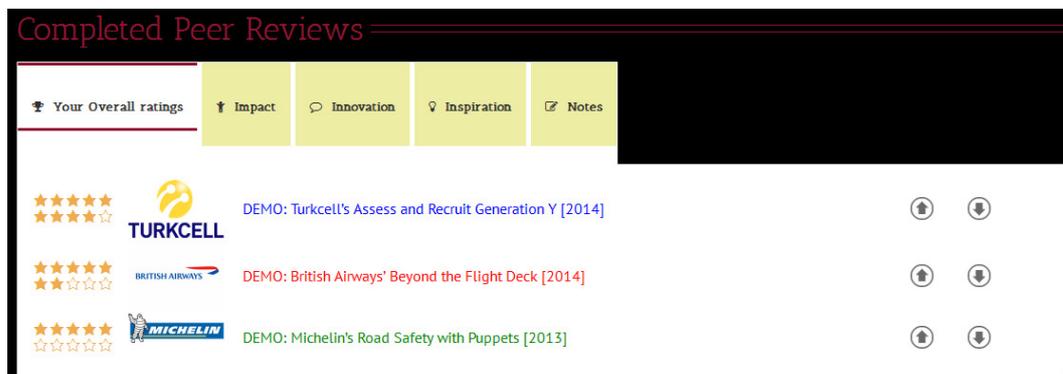
Each entry has its own panel – the colour of the text relates to the award

Look at the entries on offer and click on each one that interests you. This takes you to a composite page consisting of

- The entry's showcase page with the presentation across a number of tabs
- The opportunity to ask questions of the Finalist
- The opportunity to rate the entry and provide your feedback

Entries reviewed

You can massage the ratings that you have already cast so that by the end of the year each entry is positioned correctly in sequence according your viewpoint.



Each tab shows you the stars you assigned each entry

What's next: Becoming a winner

Every nominated entry has the chance to win one or more Peer Awards. The Peer Awards are judged by actual practitioners rather than by the regular “invited panel of experts”. As a consequence entries with powerful and often quite simple practical ideas often emerge as winners.

At the start of 2017 we plan to announce the shortlists for each award category, and also for some industry sectors and countries. Typically a shortlist comprises four to six finalists.

We are proud of the fair and robust process we have developed for analysing votes and to determine winners. Part of this is that we find that applying different ratings to identify the winners makes most sense in each instance – and tends to result in a fairer spread of wins amongst participating companies.

	Impact	Innovation	Inspiration	Overall
Overall	✓	✓	✓	✓
<i>The overall Peer Award winner is determined by analysing all ratings cast across all awards, sectors and countries</i>				
Award				✓
<i>Winners of the Corporate Responsibility, Customer Engagement and People & Performance Awards are determined based solely on the Overall ratings cast across all awards, sectors and countries</i>				
Category				✓
<i>Winners of each award category are determined based solely on the Overall ratings cast across all awards, sectors and countries</i>				
Criterion	✓	✓	✓	
<i>Winners of each judging criteria are determined based solely on the ratings cast for that criteria across all awards, sectors and countries</i>				
Sector	✓	✓		
<i>Winners of each industry sector are determined based solely on the Impact and Innovation ratings cast across all awards and countries</i>				
Country	✓	✓		
<i>Winners of each country award are determined based solely on the Impact and Innovation ratings cast across all awards and sectors</i>				

How each judging criteria helps determine an award

The results are announced and the winners are celebrated at the Peer Awards Ceremony planned for March 2017. This is a luxurious champagne afternoon cream tea ceremony at a prestigious Central London hotel. In recent years the ceremony has taken place at the Waldorf Hilton. Each winner is presented with a special winner's plaque.

What's next: Communicating via the Peer Awards website

Participating as a finalist or a judge in the Peer Awards community can entitle to you connect directly with fellow professionals doing work that is of interest to you.

We plan to make this available from the start of 2017, after the voting for this year's Peer Awards is complete. We will provided further information about this nearer the time.

Typically we run three different types of events for our community throughout the year.

The Peer Awards Ceremony

The Awards Ceremony, planned to take place in March 2017, is a very grand occasion where finalists have the opportunity to meet with their fellow professionals, enjoy a sumptuous champagne afternoon cream tea at a prestigious Central London venue, and discover (and celebrate) who the winners are.

See pictures from recent Peer Awards Ceremonies at <http://thepeerawards.com/awards-ceremony/>.

The Peer Awards Summit

The Peer Awards Summit, planned to take place in September 2017, will be the first event of its kind. Based on our very popular Peer Awards Conferences it will again provide the opportunity for fellow professionals to hear in-person presentations from, and interact directly with, invited Peer Awards winners and finalists.

A highlight of the Summit is the Peer Circles session where you have the chance to discuss relevant issues face to face with a select group of other Peer Awards finalists.

Peer Awards conferences have been hosted in the past by members of our community such as Surrey County Council in 2015, RBS in 2014, Bank of America Merrill Lynch in 2013, Rackspace in 2012, Middlesex University in 2011 and Baker Tilley in 2010.

We are currently looking to arrange the host for the 2016-17 Peer Awards Summit.

This will be a one-day event in Central London for a few hundred people.

Please contact stephen.citron@ThePeerAwards.com if hosting the Summit of interest.

The Peer Awards Lunches

Peer Awards Lunches provide an informal setting for finalists and prospective finalists to talk about their work challenges face to face and to receive the latest update about the Peer Awards.

Peer Awards Lunches have been hosted in the past in Central London by members of our community such as Charles Russell Speechlys, City & Guilds, The Institute of Leadership & Management (ILM) and Norton Rose Fulbright.

We are currently looking to arrange Lunches throughout 2016.

These run for a couple of hours over lunchtime in Central London for around 20/30 people a time.

Please contact stephen.citron@ThePeerAwards.com if hosting a Lunch is of interest.

Winning a Peer Award for Excellence is very special because these awards recognise innovative ideas, and because they are judged by the finalists themselves.

Winning a Peer Award for Excellence means that successful fellow professionals from other industry sectors and across different continents find that your initiative has the most impact in your target communities, that you have been most innovative in overcoming challenges, and that your ideas inspire them to think in new ways about their own work.

We celebrate all the finalists and the winners in a variety of ways.

In the media

We have for the past few years published supplements in The Independent newspaper celebrating the finalists and the winners. With this newspaper ceasing publication in March 2016, we are now looking for an alternative print media publication.

THE TIMES

We have since 2015 published a microsite at The Times newspaper's website to celebrate our finalists and winners at a prestigious brand website. You can see this at <http://www.thetimes.co.uk/tto/public/thepeerawards/article4467303.ece>. The material that we publish here remains online for 12 months, appears on Google search and can link to and from finalists' websites.

In your office

In addition to the complimentary plaque that we provide to winners attending the Awards Ceremony we also offer a variety of plaques for all finalists (whether they win or not), typically for display in their office, department or reception.

At our website

Each nominated entry has its own showcase page that can link to and from a finalist's website. These are made public at the end of the peer review process, and the content that is featured can be expanded upon by the finalist.

At our events

All finalists feature in the Peer Awards Ceremony brochure and are acknowledged from the stage alongside their award category. Winners are presented with a winners' plaque at the front of the room and their moment of celebration is captured in professional photographs that are then available free of charge.

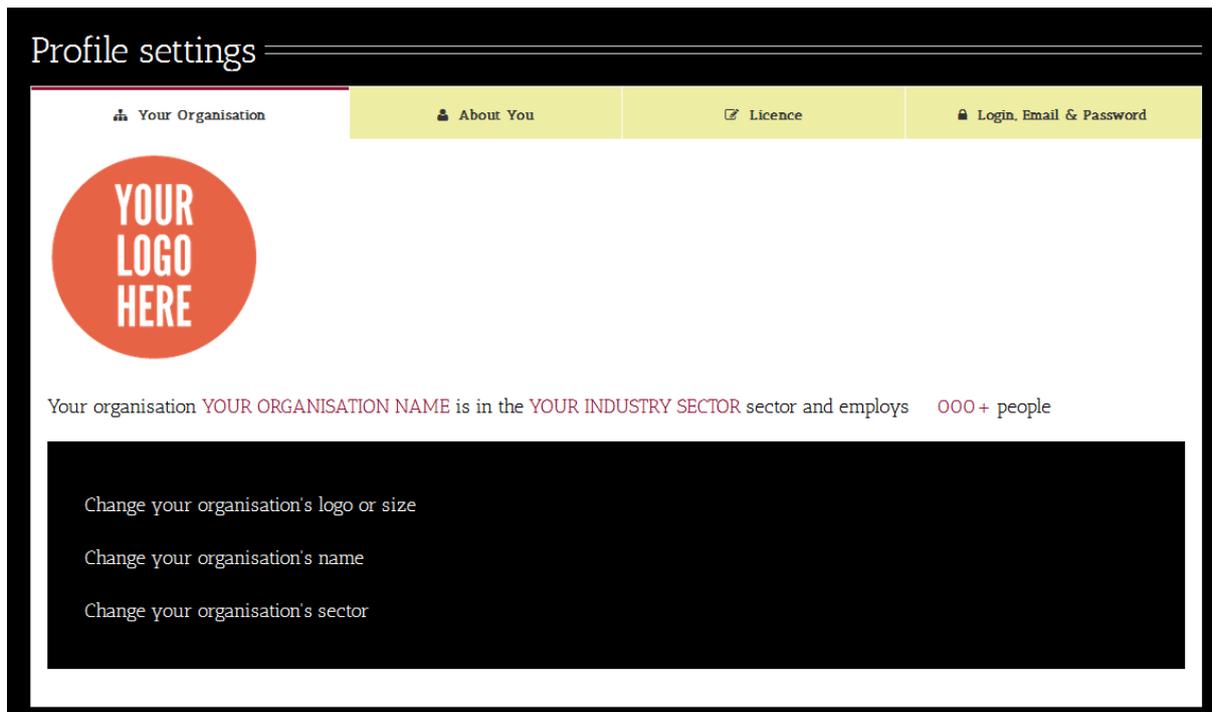
Selected winners and finalists are invited to present their entries at the Peer Awards Summit. Being invited is a big honour, and means that you can share your ideas in person with a large number of recent and prospective finalists.

Other: Maintaining your profile

At the base of your Dashboard is the area where you can ensure that we have the correct contact information for you. Looking at each of the tabs in turn...

Your organisation

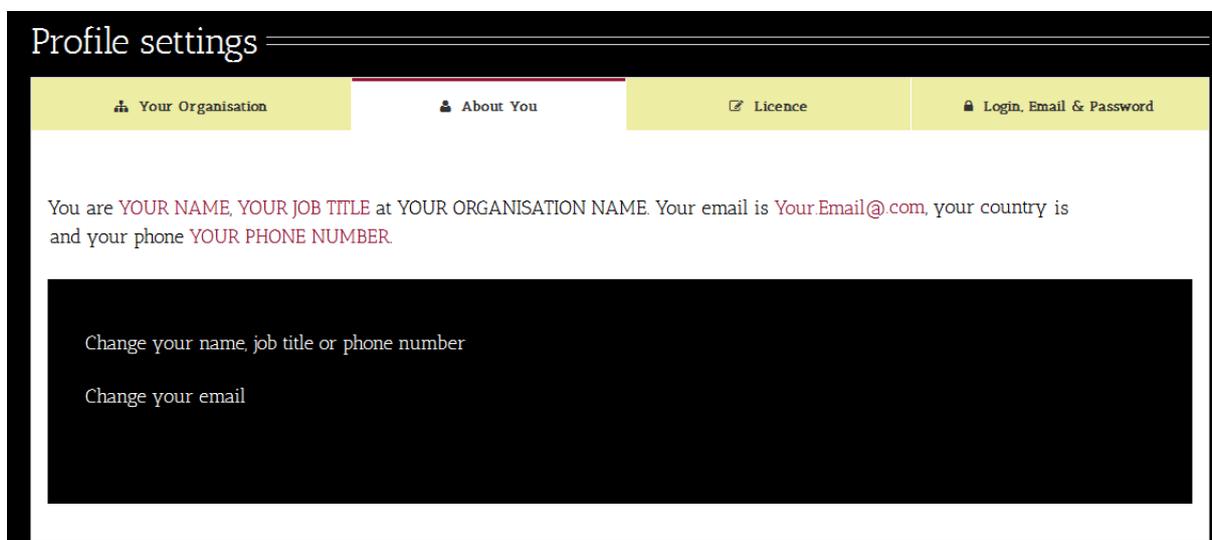
Click on the text “Change your organisation’s logo or size”. To change your organisation name or industry sector then please email us about this as we would need to action such changes on your behalf.



The screenshot shows the 'Profile settings' page with the 'Your Organisation' tab selected. The page features a navigation bar with four tabs: 'Your Organisation', 'About You', 'Licence', and 'Login, Email & Password'. Below the navigation bar, there is a large red circular logo placeholder with the text 'YOUR LOGO HERE'. Underneath the logo, it states: 'Your organisation YOUR ORGANISATION NAME is in the YOUR INDUSTRY SECTOR sector and employs 000+ people'. A dark grey box contains three options: 'Change your organisation's logo or size', 'Change your organisation's name', and 'Change your organisation's sector'.

About You

Here you can update your own name (if your name has changed), job title or phone number. If someone else is taking over your Peer Awards role or you need to change your email then please email us about this as we would need to action such changes on your behalf.



The screenshot shows the 'Profile settings' page with the 'About You' tab selected. The page features a navigation bar with four tabs: 'Your Organisation', 'About You', 'Licence', and 'Login, Email & Password'. Below the navigation bar, it states: 'You are YOUR NAME, YOUR JOB TITLE at YOUR ORGANISATION NAME. Your email is Your.Email@.com, your country is and your phone YOUR PHONE NUMBER'. A dark grey box contains two options: 'Change your name, job title or phone number' and 'Change your email'.

About You

The Licence tab tells you how many entries you can submit for an award. It lets you know the number of licences you purchased and also the number of entries that you have submitted.

This count is unaffected by drafts that you are working on and that you say are “ready”. You can at any time delete entries that have not yet been submitted. It is only when you submit an entry for consideration that one of your licences is used.

The screenshot shows the 'Profile settings' page with the 'Licence' tab selected. The page has a navigation bar with four tabs: 'Your Organisation', 'About You', 'Licence', and 'Login, Email & Password'. The 'Licence' tab is active and displays the following information:

- You have submitted no Corporate Responsibility entries, and are entitled to submit 3.
- You have submitted no Customer Engagement entries, and are entitled to submit 3.
- You have submitted no People & Performance entries, and are entitled to submit 3.

At the bottom of the page, there is a dark button labeled 'Upgrade your Licence'.