



## Terms & Conditions – 2020 Awards Nominations

**In addition to these Terms and Conditions of entry, please also read our [Privacy Policy](#) to find out what information we may collect about you and your nominee, how we might use it and how we maintain its security.**

- 1. You MUST submit all entries using the online Nomination form.** (If this is a problem for you please contact [jan.taylor@x-forces.com](mailto:jan.taylor@x-forces.com) for advice.)
- 2. Deadline for entries: 23.59 (midnight) on 30th September 2019.**
- 3. Before you submit your nomination form, the person, or the main named representative (Point of Contact) of the group or organisation being nominated MUST have been informed and have validated factual accuracy of the information provided. Confirmation of this validation will be required as part of the submission process.**
- 4. Use of Information.** Please note: in line with our Privacy Policy we require confirmation that all individuals or groups nominated have given their consent that we may share their information. This includes associated images or other information provided by you or them, shared with our employees, officers, representatives, the judges, Award sponsors and/or sub-contractors, in connection with the administration of the Soldiering On Awards and our aims and objectives. All such information shall be retained for the period required to support the SOA process.
- 5. The awards are free to enter.**
- 6. Please complete and upload a separate entry form for each separate nomination.**
- Please ensure that you read the definition and criteria for the Award categories that you are entering people for, and check that your entry complies with them.
- Nominations are normally entered into only one category. However, if you are in any doubt, please contact [Jan.taylor@x-forces.com](mailto:Jan.taylor@x-forces.com) or call 077022 66712. **Please note,** we reserve the right to move nominations to a different category if it is considered appropriate.
- 9. We recommend that you include as much information as possible** in your entry form within the word limits. The more information that you provide, the easier it will be for our judges to consider your nominee(s) against the Award criteria. We particularly need you to give us examples of the nominee's work, information about the range or scope of their work or achievements, and the impact that it has had on those that it has helped or supported. (See also 2020 Guidance for Nominators.)
- 10. Ideally, your entry should include at least two photographs which both identify your nominee and illustrate the work and/or achievements that they are being**

**nominated for.** These must be in JPEG format, of at least 500KB and should ideally be square. You should upload these at the same time as you complete your nomination form.

- 11. All entries in respect of groups and organisations should also, where possible, be accompanied by a relevant logo.** This too, should be in JPEG format, and not exceed 2MB. Again, this should be uploaded during the entry process.
- 12. Business of the Year Awards** - If you have nominated your business, or your business has been nominated for a Business of the Year Award, a member of the team will be in contact with you via email and/or telephone to gather more information and to provide additional support for you through the awards process.
- 13. Filming and Photography.** We may, at our discretion, choose to photograph, film, record and/or broadcast the Awards Night and associated events. We will ask the individual or group being nominated to grant us permission to use any relevant name/s, voice/s, likenesses, images, statements and contributions made by them at, or in connection with, the Soldiering On Awards or any associated activities. This covers all media, including social media, and will be retained for an indefinite period for these purposes.
- 14. The Judges' decision is final,** and no correspondence or discussion will be entered into or feedback given regarding the selection of shortlisted nominees or winners.

**Thank you for nominating in the 2020 Awards!**

**We wish you and your nominee the very best of luck!**