

2010 SOUTH AUSTRALIAN REGIONAL TOURISM AWARDS

NOMINATION INSTRUCTIONS

Please Note: As a condition of entry, award submissions must be uploaded online at www.satourismawards.com.au. Those submissions not electronically uploaded on the website will not be included in the judging process.

Before proceeding to the nomination site, you will find it helpful to review the information that will be needed, specifically you will need to:

1. Create a 'User log in' account, please remember your username and password details. Complete the form to create a new account. You will be sent an email containing your login details and password.

2. Please nominate your product/event in the appropriate region.

3. The next step will be to complete your nomination form by following **Steps 1 – 2: Nomination**.

The nomination process alerts your Regional Tourism Office of your intent to enter the Regional Tourism Awards and ensures that you are entered in the correct category.

4. Categories with the questions & criteria can be downloaded from the [Tourism Awards](http://www.tourismawards.com.au) website.

5. Entrants may only enter **one** submission in the most appropriate accommodation. Achievements or activities referred to within your entry must relate to the **qualifying period 01 July 2009 – 31 December 2009**.

Exceptions apply to seasonal facilities and the following category:

2. Festivals and Events (**qualifying 01 January – 31 December 2009**)

In this case, the activity being put forward for consideration must have occurred within the qualifying period.

6. **Steps 3 - 4** requires entrant to select the **Method of Payment** for their nomination. 'Pay Credit Card' is for credit card payments on a secure protected site and 'Pay EFT/CHQ, is for EFT transfers or cheque. Choose one of the options to proceed.

Cost of submission:

\$80 for SATIC members

\$100 for non-SATIC members

This fee also includes entry into the 2010 South Australian Tourism Awards.

Please note: Your submission will not be considered complete if the South Australian Tourism Industry Council (SATIC) does not receive your full payment by the submission closing [date](#).

7. Once your nomination has been received you will be given access to a '**Nominees Kit**' section at www.satourismawards.com.au. Entrant will need to register on the SATIC website to gain exclusive access to the nominees kit, please follow the instructions provided on the website.

8. Each entrant is encouraged to nominate the category that best reflects their core business. If they are entering more than one category, then a separate and complete nomination must be submitted for each category.

Now the entrant is ready to answer the questions and criteria for their nominated category, please click [here](#) to download your category.

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Ensure to read the questions and criteria thoroughly for the nominated category before you start your submission.

9. All questions must be answered under the headings provided (Note: unanswered questions will attract zero points).
10. No hard copies of the submission will be accepted and no supporting documents will be accepted. All entries must be submitted online
11. The submission must be formatted as follows:

Page Size: **A4** (297 x 210 mm)

Font: All font (questions, answers, captions, tables) must be no smaller than **12 point Times New Roman or Arial**. No variation such as narrow or condensed font styles is acceptable.

Format: Submission must be submitted electronically as an '**Adobe Acrobat – PDF**' file.

All text should be **1½ line spacing** (Microsoft Word) or equivalent, with the following exceptions:

- Text contained within a multi-column table may be single line spaced as long as tables do not represent more than 4 pages of the total submission.
- Question text and captions may be single line spaced.

All pages should be numbered.

Layout: State the question then your answer.

Pages: The submission must have no more than **15 pages** including text, graphs and images (note this does not include the cover page).

Compliance with competition rules

To ensure consistency and fairness in judging, the formatting rules must be strictly met.

Failure to follow the rules may attract a deduction of up to 15 points.

Note: In some categories the competition is very close and the deduction of any points could be the difference between winning and losing.

- Failure to comply with size of document A4 – attracts 2 penalty points.
- Font that is less than 12 points - attracts 4 penalty points.
- More than 15 pages – attracts 1 penalty point per page.
- Failure to format to 1 ½ line spacing – attracts 4 penalty points.
- Use of more than 4 pages of tables – attracts 2 penalty points.

SUBMISSION INSTRUCTIONS

1. Once the entrant is logged in on the 'Main' page, and the submission is ready to be uploaded, please click on the 'Submit Entry' icon on the right hand side of the page opposite the nominated product/event.
2. Entrants are to specify who will collect the award at the Awards Presentation Night, should they be successful.

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3. The next step is to provide the Awards program with a 100 word description of your product/event, which will be used by media, for announcements at the presentation ceremony, in promotional material and on website listings.
4. It is important to upload the main submission as an '**Adobe Acrobat - PDF**' file. The Awards process will **NOT** accept a Word document.

If you have a Word document and cannot convert to an '**Adobe Acrobat - PDF**' file, please contact your region's tourism office telephone **Clare Valley Tourism** on (08) 8842 1750; **Fleurieu Peninsula Tourism** on (08) 8556 8766 and **Yorke Peninsula Tourism Marketing** on (08) 8821 2663 or use a free link provided to convert to an '**Adobe Acrobat -PDF file**, please click [here](#).

5. Following the main submission, 5 digital images need to be uploaded (Note: 300 to 600dpi files in a JPEG format are preferred). By supplying images you ensure maximum exposure at the presentation ceremony and in official advertising and publications.
6. Lastly, the entrant is required to read the 'entry disclaimer' and the 'statutory declaration'. To continue, the entrant must tick the boxes provided which acknowledges they have understood and agreed to the information provided.
7. After providing the information asked and uploading the main submission and images, the entrant must click on the 'Submit Entry' icon. It will take a few moments to upload (Note: once you submit your entry, that is final, you cannot go back to make any changes).
8. When the upload is complete, the entrant is returned to the main page where they can 'view' what they have submitted. From here, ensure the entrant 'logs out' and the entering of the submission process is complete. A site visit judge will be in contact with the entrant soon, to discuss an appropriate time to visit.

Late entries will not be accepted. Please plan to get your submission in early.