2024 ENTRY FORM GUIDELINES

KEY DATES
Award entries OPEN   **Wednesday 17 April 2024**
Award entries CLOSE   **Wednesday 29 May 2024**
Tickets on sale   **June 2024**
Finalists announced   **July 2024**

How to enter
You'll need to read through the information below and prepare this prior to starting your entry. Entries will only be accepted via the online entry form.

Individuals can nominate themselves, or you can nominate a colleague! All categories are for individuals, except Collaboration which is for teams.

Cost
NZ Institute of Building Members can enter the Awards for FREE. Connect Membership is $330 + GST and you can sign up here.
The entry cost for Non-members is $350 + GST, with the following exceptions:
- Entry is free to a team (i.e. Collaboration category) where at least one team member is an Institute member;
- Entry is free to a nominee entering the 'Consultants Award' category who are members of: NZIA, ADNZ, Engineering NZ, or NZIQS;
- Entry is free to a nominee entering the 'Innovation Award' category who are members of: NZGBC and OffsiteNZ.

Below outlines what is required to complete the entry form. We suggest you collate your responses in a Word document, then copy and paste into the online entry form.   Remember that these awards are about the person, their individual performance in / on a project (not reflective of organisational policy outside their control).

For the non-cost based categories much of the wording refers to the project as a building project however the project does not have to be a building it could be an initiative, innovation or something else. These awards are about the person and the awesome work they have done – the project is a way to illustrate this work. Please get in touch if you have any questions about this info@nziob.org.nz

CATEGORIES

Select from ONE of the categories below (all categories have the same requirements/judging criteria). If you would like to enter a second category, you will need to complete a second entry.

☐ Emerging Leader (former Young Achiever)

☐ Health, Safety and Wellbeing | Wairuatanga

☐ Collaboration | Kotahitanga

☐ Consultants | Matanga

☐ Innovation | Auaha

☐ Digital Technology | Matihiko

☐ Under $10 Million Award

☐ $10-$25 Million Award

- ☐ $25-$50 Million Award
- ☐ Over $50 Million Award

The 'Project cost-band' categories are defined by the scale and cost of the project. Entrants can be working on construction projects, with these categories traditionally attracting entries from project and construction managers running commercial construction projects for building firms. For the 'Project cost-band' categories, the project that the nominee has led, must have been practically completed (issuing of a CCC is not a prerequisite) during the period 1 January 2023 to 29 May 2024.

NOMINEE INFORMATION – note the Collaboration category will have space for up to 6 names in total
- ☐ Name
- ☐ Role
- ☐ Organisation
- ☐ Location
- ☐ Email
- ☐ Mobile Number

NOMINATOR/ADMINISTRATOR INFORMATION

Please note: If you have an administrator in your team who will manage your entry, and any other logistics relating to the Awards, please include their details.

- ☐ Name
- ☐ Role
- ☐ Organisation
- ☐ Location
- ☐ Email
- ☐ Mobile Number

UPLOAD FILES – PHOTO + VIDEO
- ☐ One high resolution head-and-shoulders photo of the Nominee (file size limit 5MB per photo)
  Note: the Collaboration category will have space for up to 6 photos
- ☐ One video – 1-2 mins max

Please provide a short video speaking to one of the criteria points by providing a personal story that encapsulates that criteria (optional).
- Video is a piece to camera of the nominee speaking to their phone (or a personal Teams or Zoom recorded meeting) - it does not have to be professional or edited
- Video maximum length is between 1-2 minutes

Note this is NOT a mandatory requirement, but will allow the judges further insight into the nominee

PROJECT INFORMATION (not required for Emerging Professional)
- ☐ Project Name
- ☐ Project Location (Town or City)
- ☐ Project Cost (Under $10M, $10M-$25M, $25M-$50M, Over $50M)
- ☐ Confirm the project was completed between 1 January 2023 and 29 May 2024

PROJECT DESCRIPTION (if applicable)
- ☐ In 500 words or less, briefly tell us how you would describe this Project to your friends and whānau, including:
  - Project scope
  - Client brief
  - Consultants name
  - Developer name

- Client names
- Number of people on site and/or in project team
- Out of the ordinary elements
- Environmental Aspects
- Benefits to the built environment
- Bragging points

COLLLABORATION (INVOLVEMENT FROM OTHER PARTIES) - (Collaboration category only)

☐ Provide details of others involved in the Project:
- Client; Project Manager; Quantity Surveyor; Architect; Engineer; Main Contractor; Specialist Trade; Services; Other

☐ Details required for each:
- Name
- Role
- Organisation
- Email
- Mobile

PHOTOS

Please upload up to 5 high-res images of the project. Note the file size limit 5MB per photo.

☐ Image 1

☐ Image 2

☐ Image 3

☐ Image 4

☐ Image 5

CRITERIA – individual input boxes

Please tell us about the Nominee in relation to each of the following criteria - we want to know everything there is to know about what makes the nominee so amazing! Max 100 words each.

Diversity + Inclusion
- How does the nominee include diversity in their work and behaviour?

Collaboration
- What are some key examples of great collaboration led by the nominee?
- How did collaboration between the contractor and consultant/s contribute to the success of the project?
- How well did the team carry out their respective roles? Was there an even distribution of high performance across the team members?
- What strategies did the team put in place during this project?

Health + Wellbeing
- What action has the nominee taken to focus on health and wellbeing either on-site or within the office?
- How was safety incorporated into the project? What was the nominee's approach to safety for this project?
- What strategies does the nominee put in place to achieve work-life balance during a project or times of high pressure?

Generosity, Respect + Care for others
- Tell us about the nominee's generosity, respect and care for others
- How does generosity, respect and care for others look like on your project?
- How does the nominee protect and support others on the team?

Lifelong Learning

- What have been the nominee's greatest accomplishments in their career to date?
- What challenges have they experienced?
- What is their approach to continuous learning?

Mentoring
- Would you consider the nominee a mentor for others?
- Please provide examples of this behaviour.

Excellence in technical fundamentals
This will relate to how the nominee responded to and balanced the programme, cost, and quality on a project.
- What were the internal and external challenges that presented themselves during the development of the innovation / project?
- How has the nominee excelled in this project?
- What is the degree of difficulty on this project?

Leadership
- What are some examples of good leadership displayed by the nominee?
- In terms of Guardianship, how does the nominee protect and support others on the team?
- What are the examples of the nominee being courageous and bold in their ideas and actions?
- What is it that drives the nominee? What are their career aspirations?

Future-focused
- How is the nominee future-focused? What are some examples of this?
- Ask the nominee to outline their initial thinking process on how to take the seed of an idea forward.

ABOUT THE NOMINEE
- ☐ In 300 words or less, tell us a story about the nominee
  - Example: How they overcame a specific challenge
  - Example: How they went above and beyond
  - Example: How might you recommend them to be recognised by others

REFERENCES
Please note: Phone calls to referees may occur at the discretion of the Awards judges.

- ☐ Upload 2 written references, file size limit 5MB per document (Word / PDF / JPG)
- ☐ References should include:
  - Referee's name, role, organisation, email address, mobile number
  - Nominee's name and role
  - Project name and description
  - What the nominee did well
  - Challenges the nominee faced and how they overcame them