

The Memcom Excellence Awards 2022 - General Rules and Eligibility

The Memcom Excellence Awards are fully independent and completely impartial, and are organised and facilitated but not judged by employees of Memcom.

1. The categories and awards listed are correct at the current time of publication. Memcom reserves the right to change categories or awards without notice.
2. There is no limit to the number of categories you can enter, and the same entry can be submitted to as many categories as you deem appropriate.
3. The Memcom Excellence Awards welcomes applications from the international membership community. Competing organisations do not have to have a UK-based membership to participate.
4. All entries as well as supporting documents must be submitted online, but if you have any queries about submitting hard copies of evidence, please contact the team via awards@memcom.org.uk.
5. The competition is open to all membership organisations, working (globally) within the not-for-profit sector (including professional bodies, trade associations, trade unions, membership charities, cultural or campaigning organisations and learned societies) as well as third-party sector suppliers working within the not-for-profit membership sector.
6. Federated branches, regions or chapters of larger organisations are eligible to enter. Where appropriate, the size of organisation (either salaried staff or membership) will be taken into account when judging excellence.
7. The standard cost of entry is £199 +VAT per application. Early bird is £150 + VAT and late entry fee is £225 + VAT. This includes a non-refundable administrative fee of £29 per application. Memcom reserves the right to change the cost of entry to the awards without notice.
8. Each category may have different criteria or requirements - please see individual awards for specific criteria.
9. The comments made on your application form should be accurate to the best of your knowledge, and Memcom reserves the right to research the veracity of statements made in support of applications.
10. Judges of Memcom Excellence Awards are drawn from the sector as independent, well respected experts in their field. They are required to express

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any potential conflict of interest, and judge independently and do not receive remuneration for their services. [See our judges panel](#)

11. The Judges' decision is unbiased, independent and final, and no correspondence will be entered into. If no entry into a particular category is deemed worthy of winning the Memcom excellence award, the category will be judged independently by a new panel of judges. If all judges are in agreement that the standard falls short of the excellence required, no winner will be announced and the award category removed from the Awards shortlist and ceremony.
12. Memcom reserves the right to divide categories receiving high numbers of entrants into smaller categories, to assist with judging. There is no maximum or minimum number of winners or highly commended per category.
13. By entering these awards, you agree to the judges and awards sponsors and business partners having access to your contact details. You may opt out of future mailings.
14. Entrants must be available for consultation with the Judges should the need arise.
15. By entering the awards you agree to partake in publicity of the awards, including the use of any images taken.
16. The closing date for all entries is 11.59 pm on the 31st March, but Memcom reserves the right to extend the deadline.
17. Memcom reserves the right to refuse an award entry or move it to another suitable category. In the unlikely event an award entry is refused we will refund the entry fee minus the administrative fee outlined in clause 7.
18. In the event that a category receives fewer than 5 entries, and cannot be combined with a similar category, it will be withdrawn from the Awards shortlist and ceremony, and the entry fee refunded, subject to the administrative fee outlined in clause 7. Entrants will also have the option of deferring their entry to the following year at no cost.
19. Any finalist in receipt of a trophy will be required to collect this at the in-person awards ceremony or be subject to associated administrative, postage and packing costs of £49 to have the trophy delivered. Any trophy not

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collected will be recycled within 6 months of the announcement of the competition winners.

20. The Awards shortlist will be announced in June 2022 at the memcom conference.
21. The Awards Ceremony takes place in September 2022 at the Hilton Bankside, London UK.
22. There is no refund policy, with the exception of clauses 18 and 19 above.
23. By entering the awards, you authorise us to use personal data collected during the registration process for the purposes of administering the awards, and receiving/circulating further information regarding the awards and other relevant events as necessary. To opt out please email Debbie at debbie@memcom.org.uk
24. Any financial or otherwise sensitive information provided will be treated in the strictest confidence and will not be disclosed other than the panel of judges.