

BIFA Freight Service Awards 2019



BRITISH INTERNATIONAL
FREIGHT ASSOCIATION

CATEGORY AWARDS

PREPARATION OF SUBMISSIONS – GUIDELINES FOR ENTRANTS

How to Enter – All Awards (excluding Young Freight Forwarder)

- Read the category descriptions on page 2 and decide which category / categories your company would like to enter.
- Go to www.bifa.org/awards and download the BIFA Freight Service Awards 2019 ENTRY FORM.
- Complete your company details on page one of the entry form.
- Write your entry submission in the boxes provided on the entry form keeping to the indicated word limits (Introduction: 300 words; Detail of project or service: 600 words; Conclusion: 100 words).
- Save your completed entry form and email to eventsoffice@bifa.org no later than 11am on Tuesday 8th October 2019.

Guidelines for Entries

- Your submission should detail a relevant service or project such as a specific case study, the development of a new service or a generic example of good practice.
- Entries will be assessed on the following criteria: innovative ideas; service enhancements offered; benefits for the customer; and benefits for the company.
- Do not include any accompanying documents at this time.

Judging Process

- After the closing date, all entries will be reviewed at a preliminary judging meeting and a shortlist of four finalists in each category will be drawn up.
- All entrants will be contacted during October to advise the outcome of the preliminary judging.
- Shortlisted entrants will be invited to submit supporting documentation (e.g. photos, customer testimonials, statistics) to be presented to the final judging meeting to be held in November. Supporting documentation should not exceed 10 A4 pages.
- The full judging panel will meet in November to select the overall winner for each category.
- The winner of each category will be announced at the BIFA Freight Service Awards 2019 Ceremony Luncheon on Thursday 16th January 2020.
- The decision of the judging panel is final.

Rules

1. The company must be a BIFA (full or probationary) Trading Member.
2. A company may enter a maximum of three categories in each competition year.
3. A company may only enter once per category in each competition year.
4. Finalist companies will send at least one representative to the BIFA Freight Service Awards Ceremony luncheon on Thursday 16th January 2020.
5. Submissions will be treated in the strictest confidence by BIFA and the Judging panel. An outline of the winning entry in each category will be published as Judges' comments and the winning company and entry details may be featured in BIFAlink during 2020.