

Award Entry Guidelines 2022

The Virtual Assistant Network of New Zealand and the VA Foundry are proud to host the 2022 NZ Virtual Assistant Awards.

Entries for the 2022 NZ Virtual Assistant Awards are **now open**. Entries close 5pm Friday 8th July 2022.

The NZ Virtual Assistant Awards are open to all virtual assistants who are New Zealand residents or citizens. The awards are a celebration of the exceptional virtual assistants in New Zealand.

This is an opportunity to get the recognition and kudos for all the hard work that you have put into your business.

Why Enter?

Entering the 2022 NZ Virtual Assistant Awards will give you:

- A public profile.
- Increased business and networking opportunities.
- The chance to win a prestigious award.
- A review of performance.
- A summary of key business achievements.
- Identification of core strengths and competitive advantages.
- An independent group assessment.
- Exposure and recognition to celebrate your businesses excellence.
- Benchmarking against top performers in the virtual assistant industry.
- Demonstrating your best practice and innovation to New Zealand.

General Information

- There is no cost to enter.
- All judges sign a non-disclosure agreement requiring all information received from entrants to remain confidential.
- All information provided by entrants must be accurate and disclose any liabilities that could compromise the judges' analysis of the business.
- After the initial assessment of entries to ensure completeness, the judges will review the entries. They may seek further clarification on any aspect of the entry.
- If you are a finalist, you will need to attend the awards event either online or in-person or send a representative.

Judges' Tips

- Enter as many categories that you think apply to your business.
- More words are not necessarily better. Clear and concise answers are best and within word limits is vital. Remember quality over quantity.
- Identify core strengths and your competitive advantages.
- Be specific and provide real results and evidence to support your entry.
- Demonstrate innovation and courageousness in your business.

Conditions of Judging

1. Judges are carefully selected for their skills and knowledge in relation to the categories they will be judging. Any conflicts of interest are identified and eliminated as part of the appointment process. All judges sign a non-disclosure agreement requiring all information received from, and discussions with entrants, to remain confidential. This information is not to be used for any other purpose other than to assess each entry and to reach a decision for the finalists and winners of each category and for the overall Virtual Assistant Of The Year winner.
2. Decisions made by the judging panel are final and may not be disputed.

Who can help me?

Either Sam or Jo can answer any of your questions about which category you should enter and what you need to do.

Email us at support@thevafoundry.com

Format

Please provide your award entry in **PDF A4 format**. You can design and edit the document as you like, however please make sure that all of the Award Entry template content in terms of wording and the sequence remains. All of your entry information must be included in the PDF, no attachments or additional files will be accepted.

You must attach a headshot and high resolution logo (PNG or JPG) along with your award entry submission via email. Please name your files as follows before you attach them to the email:
[Your Name – Award Category]

Award Categories

Best Virtual Assistant Specialty or Niche

The Best VA Specialty or Niche Award acknowledges the Virtual Assistants who have taken their business to the next level by narrowing down their focus to either a niche industry or offering a specialised service. Enter this award if you specialise in a particular service or have niched down to servicing a particular industry, or both.

Best Virtual Assistant Newcomer

The Best VA Newcomer Award celebrates the best up and coming Virtual Assistant who shows potential. To enter this award, you must have been in business for less than 12 months at the time the entries close on the 8th of July 2022. This means you must have sent your first invoice (whether as a subcontractor or freelancer) after 8th July 2021.

Best Virtual Assistant Website

The Best VA Website Award recognises the most outstanding Virtual Assistant website of the year, taking into account beautiful design, great functionality, content that converts and exceptional SEO. Please note that while we are looking for the best VA website, it does not have to have been designed or written by yourself, provided you have had input into both. The

website must be your own Virtual Assistant business website, not a website you have created for a client.

Top Performing VA Team Member (Individual)

The Top Performing VA Team Member Award recognises the sub-contractor, or employee of a Virtual Assistant agency, who displays outstanding performance, commitment and contribution to their team and clients. To enter this award, you (or the VA business that you work for) must be a current Bronze, Silver or Gold member of the Virtual Assistant Network of NZ, and you must be nominated.

Top Performing VA Agency

This award celebrates the Top Performing Virtual Assistant Agency, based on key performance metrics, marketing nous, workflow management, quality control and client success. Enter this award if you run a VA business that has other team members whether sub-contractors or employees who work directly with your clients.

Top Performing Virtual Assistant Freelancer

This award recognises the Top Performing Virtual Assistant Freelancer who based on their reputation, financial performance, online presence and client success is the shining star in our VA community. Enter this award if you are a solo virtual assistant and you are the only one in your business who works directly with your clients. You may have subcontractors who complete tasks for your clients and support you in the background, but the work goes through you and they are not assigned as the lead virtual assistant for any of your clients.

Virtual Assistant Leadership Award (Individual)

This award recognises our Virtual Assistant Agency Owners or Team Managers, who support their people to deliver exceptional services to their clients and who have shown exemplary leadership. Enter this award if you manage people in a virtual assistant business, whether as an employee managing team members, a sub-contractor managing team members, or as an agency owner.

Virtual Assistant Legacy Award (Individual)

This award is all about celebrating our long-standing Virtual Assistants, who have been in the industry for 10 years or longer, flying the flag professionally and contributing to the NZ VA community. Enter this award if you started your virtual assistant business in some form prior to or during 2012 and are still a virtual assistant business owner today.

General Conditions of Entry

By entering these awards and submitting your entry, you confirm that you have read and understood the General Conditions of Entry and those applying to the particular category you have entered, and you agree to comply with these.

The NZ Virtual Assistant Awards are open to eligible virtual assistants who hold a current Bronze, Silver or Gold membership at the Virtual Assistant Network of New Zealand. The Awards are organised by the Virtual Assistant Network of New Zealand and The VA Foundry.

1. Award category entries are for a number of finalists and one winner
2. Each entry shall be certified at the time of submission as being accurate and complete by a designated authority
3. All entries and supporting material must be received by The VA Foundry by 5pm Friday 8 July 2022. All entries are to be submitted electronically to support@thevafoundry.com marked with "Virtual Assistant Awards Entry - Category" in the subject
4. Submit only one entry per email.

5. Entries must include a high-resolution copy of the applicant's logo (clearly named as Business Name – Logo) and a headshot (clearly named Applicant Name – Headshot) as a JPEG or PNG file and the organisers have permission to use this logo and headshot in association with the event
6. Entry forms must be submitted as a single PDF file no larger than 5 Mb. No Word documents or Pages files will be accepted. The file name of the PDF must be [Contact Name – Business Name – Category Name]
7. Entries should include supporting material such as graphs, charts, photographs, tables or links to websites. Any inclusions must form part of the single PDF file and not provided as attachments to your email.
8. The organisers reserve the right to publish information contained in the entry at the time finalists and winners are announced. Information that entrants do not wish to have published must clearly be marked as confidential.
9. The organisers reserve the right to publish finalists' and winners' details and images for marketing and promotional purposes.
10. Organisations, groups or individuals can enter more than one award category (where applicable), however separate entry forms must be completed in full and submitted for each.
11. Where third parties or other organisations are mentioned in entries, the submitter must describe the relationship and seek the third party's permission to reference them.
12. If an entrant is selected as a finalist, the entrant (or designated representative) agrees to attend the formal awards presentation at the nominated venue in Hamilton or online on Saturday 24 September 2022 and meet any costs of attending.
13. The judges have the discretion not to grant an award if none of the entries are considered of a sufficient standard.
14. If any judge declares a possible conflict of interest with any of the entries, they will withdraw from assessing that particular entry or an additional judge will be assigned to the award category.
15. The judges reserve the right to request further information or clarification after the entry has been submitted.
16. The judges undertake to observe the confidentiality of entries where required.
17. The entrant accepts that the judges' decision is final and that no subsequent correspondence will be entered into.
18. A secure electronic copy of your entry will be kept for the NZ Virtual Assistant Awards records until after the Awards event.
19. Finalists will be notified on Friday 5th August 2022.