

# PROFESSIONALS NOMINATION FORM BLACK BRITISH BUSINESS AWARDS 2020



## GUIDANCE FOR THE PROFESSIONALS NOMINATION FORM

Thank you for participating in the Black British Business Awards (BBBAwards) 2020 nomination process. There is no fee to enter the BBBAwards.

All FINAL submissions must be made using the online nomination form. The deadline for final submissions is 31 May 2020.

## ENQUIRIES

For enquiries, please email [info@thebbbawards.com](mailto:info@thebbbawards.com) on or before 31 May 2020.

## SUBMITTING YOUR ENTRY

All FINAL submission must be made using the online nomination form on or before 31 May 2020.

## TOP TIPS

### MAKE SURE YOUR NOMINATION STANDS OUT FROM THE CROWD

1. It is perfectly fine for you to nominate yourself. We encourage you to do so!
2. It is also fine for you to submit a nomination on behalf of someone else without them knowing. If they are shortlisted for an interview, they can then decide whether or not to participate.
3. Absolutely keep within the word limits. Responses that are significantly below the word limit are unlikely to be considered. Nominations that exceed the word limit will be marked down by the judges.
4. Avoid a rushed job. Plan ahead and take your time to consider the best content for an outstanding submission within the deadline (20 April 2020).
5. Reflect on the nominee's career as a whole and over time. We recognise that success often does not happen overnight. Give us enough detail so we can fully grasp the nominee's achievements taking into account their journey, challenges and milestones.
6. Treat this like an elevator pitch - tell us absolutely everything that you or the nominee are most proud of AND do it in a succinct manner. Stick to the point and avoid unnecessary information.
7. Remember the awards highlight business excellence, and so while reference to voluntary contribution to corporate social responsibility and diversity and inclusion is helpful, the majority of the content must be about the nominee's role in the business's performance as further expanded on below.
8. The most impressive submissions have included some of the following anecdotes:
  - a. Impressive metrics – sales targets, percentage increases/decreases, retention statistics.
  - b. Cutting edge inventions, process improvements, digital innovations, joint ventures.
  - c. Examples of dynamism and daring to be different or challenging the status quo.
  - d. Technical or creative excellence that has been recognised internally and/or externally.
  - e. Effective leadership contributing to, project delivery, profitability, business development.
  - f. Achieving success beyond immediate business objectives, expectations or targets.
  - g. Involvement in driving important business initiatives or tackling business issues.
  - h. Outstanding contribution to cultural transformation of teams or organisations.
  - i. Evidence of significant influence on internal and/or external stakeholders.
  - j. Unique or outstanding contributions to the relevant profession or sector.
  - k. Evidence of exceptional motivation, purpose and burning desire for results.
  - l. Notable contributions externally, including as a volunteer, advocate, public figure.
  - m. Anecdotal evidence that others are significantly inspired by the nominee and their business.

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This nomination form is for candidates who are not entering as an entrepreneur. If you would like to nominate the candidate as an entrepreneur, please use the BBBAwards Entrepreneur form. If you do not have access to the form, please email [info@thebbbawards.com](mailto:info@thebbbawards.com) before 31 May 2020.

## AWARD CATEGORIES

Is the nominee a rising star or senior leader?

- Rising Star (aged 35 or younger on 31 May 2020)  Senior Leader (generally with at least 10 years' experience)

## MANDATORY ATTENDANCE OF JUDGING DAY AND THE AWARDS CEREMONY

If shortlisted, please confirm that the nominee is able to attend a short interview with the Judging Panel on Thursday, 25 June 2020 and the Awards Ceremony on Thursday, 1 October 2020.

PLEASE NOTE: This is a condition on entry. All successful entrants will be contacted by Friday, 12 June 2020.

- Yes, I can confirm the nominee can attend Judging Day on Thursday, 25 June 2020 if shortlisted.  Yes, I can confirm the nominee can attend the Awards Ceremony on Thursday, 1 October 2020 if shortlisted as a finalist.

## WHICH SECTOR DOES THE NOMINEE WORK IN?

- Arts and Media (includes all media, design, fashion, performance, art, publishing and advertising).  Professional Services (includes law, accounting management consultancy and in-house professionals).
- Consumer and Luxury (includes food, beverage, household goods, retails, travel and leisure, cosmetics, personal and luxury goods).  Science, Technology, Engineering and Mathematics (includes health, industrials, telecoms, pharmaceuticals, transport and energy).
- Financial Services (includes banks, brokers, payment services, insurance companies, credit card funds and regulators).

## DETAILS OF THE PERSON THAT IS BEING NOMINATED

Full Name

Company Website

Date of Birth (dd/mm/yyyy)

City/Location of Business Operations

Job Title

Preferred Email Address

Company Name

Preferred Telephone Number

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The following questions are mandatory, and the word limit will be strictly enforced. Please refer back to the top tips for successful entrants on page 1 for guidance when answering.

In 250 words, please provide a brief overview of the nominee's career path to date and their role within the current company/organisation including key responsibilities, how long they have been in the role etc

In 250 words, please provide tangible/measurable evidence of the nominee's success and how they support others in their industry. See page one for top tips for successful entrants.

## WILL YOU BE SUBMITTING SUPPORTING EVIDENCE?

All supporting evidence must be submitted online. You can submit up to THREE documents including press releases, news articles, photographs, testimonials or other items which you think will help the Judging Panel make informed decisions about the nominee. The BBB Awards does not accept responsibility for the loss or damage of material submitted.

Yes, I confirm that I will be submitting supporting evidence  No, I will not be submitting supporting evidence

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## REFERENCE

We will require this information prior to the submission of this nomination form. The referee will only be contacted should the entrant be shortlisted. The entrant will be notified prior to the BBB Awards team getting in touch with the referee.

Full Name of Referee

Relationship to Entrant

Job Title

Telephone Number

Company Name

Email Address

## DECLARATION

To be signed by the person completing this nomination form.

I confirm that I am the person submitting this entry and that the information provided in this nomination is true and complete. I understand that the judging panel retain the right to shortlist the nominee for categories that I may not have entered if they deem it appropriate. I understand that information from my nomination may be used for press and publicity purposes unless non-publicly available financial details have been specifically, and clearly marked otherwise. The BBB Awards will not be liable for inaccuracies published based on nomination content and changes may not be possible after publication. By submitting this nomination, you agree to the BBB Awards retaining your details and to receiving further information regarding this event and other relevant products.

Full Name

Telephone Number

Job Title

Email address

Company Name

Date dd/mm/yyyy)

Relationship to Entrant (If you are not the entrant)

Thank you for completing a nomination for the BBB Awards!