



SUBMISSION CHECKLIST

Your PDF submission must adhere to these requirements to be able to represent the Canberra and Capital Region at the Qantas Australian Tourism Awards if successful in your category

Does your PDF submission adhere to the following?

- Cover Page**
The cover page of the submission should be clearly marked with:
 - The name of the entrant.
 - The category entered.
 - 2011 Canberra and Capital Region Tourism Awards.
 - An image(s) representative of the product entered.
- Page Size**
A4 (297 x 210 mm).
- Margins**
No minimum requirement.
- Font:**
 - All font (questions, answers, tables) must be no smaller than 12 point Times New Roman or Arial. No variation such as narrow or condensed font styles is acceptable.
 - Photo captions and graphs may use a smaller font size down to a minimum of 8 point.
- Format**
All text should be 1½ line spacing (Microsoft Word) or equivalent, with the following exceptions:
 - Text contained within a multi-column table may be single line spaced as long as tables do not represent more than 8 pages of the total submission.
 - Question text and captions may be single line spaced.
 - Main body text should be presented in a single column format i.e. no newspaper/multiple column formats. Tables are excluded from this formatting guideline.
- All submission pages should be numbered** (start from the first page of answers).
- Layout**
State the question then your answer.
- Pages**
The submission must have no more than 30 pages including text, graphs and images. *Note: This does not include the cover page (single page at the front of the submission) or a contents page.*
- The PDF can be **no more than 20MB but preferably no more than 10MB**. If the PDF is too large it will be slow to upload.

CHECKLIST FOR UPLOADING YOUR TOURISM AWARDS SUBMISSION VIA THE eAWARDS PORTAL

Important information

See the *2011 Rules for entry* for more information regarding submission requirements.

Have you prepared the following mandatory information for upload to the eAwards portal?

- A 100 word description of the product being entered to demonstrate your eligibility for entry into your chosen category (*This can be the same description that was used when nominating*).
- The PDF submission as discussed in the checklist above.
- A 100 word description of your company/product, which will be used by media, for announcements at the Gala Presentation Ceremony, in promotional material and on website listings.
- 10 x images** that may be used at the Gala Presentation Ceremony or for official advertising, media and publications.

Note:

- *300-600 dpi images in a JPEG format.*
- *These images are in addition to any images that are included in your PDF submission.*

Additional information

You will be required to complete the following for the submission to be uploaded via the eAwards portal:

- Statutory declaration checkbox - declaring that the information contained in the submission is true and correct.
- Conditions of entry checkbox - stating that you have read and understood the entry disclaimer.

eAwards portal login details

Have you got your eAwards portal login details (email address and password)?

If you have forgotten your password, you can request for it to be emailed to you at:

<http://eawards.com.au/qata11/act/mylogin.php>

Late entries will be not be accepted.