

SUBMISSION CHECKLIST



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 business being entered
- The category entered
- 2016 Canberra Region Tourism Awards
- An image(s) representative of the product entered

Page size

A4 (297 x 210 mm)

Font

All font within your submission must be 12 point Times New Roman, Calibri, Tahoma or Arial with the **exception** of:

- Image captions
- Testimonial quotes

which must be a minimum of 8 point.

No variation, such as narrow or condensed font styles, is acceptable.
There is no margin requirement.

Text

All text must be 1½ line spacing (Microsoft Word) with the **exception** of:

- Text contained within a table
- Question text
- Image captions
- Testimonials

which can be single lined spaced.

Pages

The submission must have no more than 31 pages including the cover page and all text, graphs and images.

All submission pages must be numbered (start from the first page of answers)

A contents page is not accepted

Layout

State the question, then your answer.

- 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 and may be rejected by the system.

CHECKLIST FOR UPLOADING YOUR SUBMISSION VIA THE eAWARDS PORTAL



Important information

See the **2016 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 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 Dinner, in promotional material, and on website listings.
- Ten images that may be used at the Gala Dinner or for official advertising, media and publications.
 - 500+ dpi images in a JPEG format.
 - These images are in addition to any images that are included in your PDF submission (*they can be the same as images that appear within your 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 it be emailed to you.

Note: Entries submitted after the submission deadline (Friday 23 September 2016) will, under no circumstances, be accepted.