

# GUIDELINES TO MAKE A SUBMISSION FOR A UITP AWARD



# AWARDS

# 2023

## STEP 1

### FAMILIARISE YOURSELF

- Start with getting a taste of the UITP Awards on its [dedicated webpage](#)
- Ensure you are familiar with the [terms and conditions](#)
- Take an in-depth look at the [categories and their descriptions](#)

## STEP 2

### FIND THE RIGHT PROJECT/S

- Choose the most innovative, solution driven projects from your company /organization to submit
- Get all the basic details together. You will be able to check [the full list of questions here](#)
- Remember, each company is allowed a maximum of 3 submissions in total. So, make sure you choose the best ones for the appropriate categories!

## STEP 3

### MAKE THE SUBMISSION/S

- When the submission platform **opens on Friday December 9, 2022**, [visit the webpage](#) and click on the button that says *Click here to submit your project* to begin the process- You won't miss it!
- Once you are on the homepage for the submission's platform, hit *New User? Click Here* to create your profile if you don't already have one
- Once your profile is created and you receive a confirmation, put in your email and password on the platform and you are ready to make your submission/s!

## GOOD TO KNOW

- The platform allows you to save a submission and continue later
  - To access this, go to the submissions tab and scroll to the bottom- *Your Submissions*
  - Once a project is submitted you cannot make changes
- Complete and make your submission/s by **Monday, 13<sup>th</sup> February 2023**. The platform will close at midnight CET.