



# MIDDLE EAST CLEANING, HYGIENE & FACILITIES AWARDS

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## AWARDS GUIDELINES

### WHY YOU SHOULD ENTER THE AWARDS

- Get the chance to win an award for your excellence in product manufacturing, services and initiatives
- Winning or being short-listed for an award boosts your brand value
- Gain publicity and coverage through the *Clean Middle East and CM Today* magazines and websites
- Get the chance to stand out amongst your competition
- The nominating process gives your company the ideal opportunity to address its strengths and weaknesses
- Nominating and subsequently winning will boost employee morale
- Winning products/ services gain confidence of potential clients

### HOW TO ENTER?

- Visit [www.mechfawards.com](http://www.mechfawards.com)
- Go through the Award Criteria and Award Categories
- Visit the Nominations tab, create a unique user name and password (this will enable you to edit your entry later on, if need be) If you have an existing user id and password, feel free to use it again.
- Fill in the form, choose your category and click on 'Submit'
- Book a table if you require – we recommend it

### IMPORTANT INFORMATION

- The nomination form has been changed. Each parameter is now a question and your answer has to be within 250 words per question.
- Supporting material should be submitted in a PDF format (maximum 5 MB) and not more than 10 pages in the pdf. Any pdf above 10 pages will not be considered for the awards
- All supporting material must be collated into a single document and uploaded with your entry

### ELIGIBILITY CRITERIA

Nominees eligible for submitting their entries need to meet the following criteria:

- Manufacturers and distributors of cleaning and hygiene equipment, chemicals, janitorial tools and software are eligible to enter the awards in the applicable categories.
- Service providers who may nominate themselves include Cleaning Contractors, Building Services Contractors, Housekeeping Companies, and Facilities Management companies involved in Soft FM.
- The End User can be a public or private facility/building maintained by an in-house team or outsourced to a service provider. These can include and are not limited to Hotels, Malls, Airports, Banks, Corporate/ Government Buildings, Restaurants, Hospitals, Schools, Universities, etc.
- Each company/facility must be at least 1 year old in operations in the GCC region
- Individuals being nominated must have a valid visa for a Middle Eastern country
- Applications are open to companies based in the United Arab Emirates. Separate categories have been opened for companies in Sultanate of Oman, Kingdom of Bahrain and Kuwait.

- You may nominate your company in only three applicable categories. And, you can only submit three entries in each category.
- All nominations should be submitted via the online entry form. Nominations submitted via email will not be acknowledged.
- Entries should be mainly based on the period starting from January 2019 to the time of nomination. However, relevant material for work carried out prior to January 2019 will be considered where applicable.
- The organisers reserve the right to amend or remove award categories. The judging panel has the right to withhold any award if, in its view, the entries do not meet the required standards.
- The jury's decision will be final and binding on all nominees, and no correspondence will be entertained in this regard.

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## COMPILING A WINNING NOMINATION

### THINK BEFORE YOU ACT

Before selecting the category you think fits best, assess your strengths, achievements and weaknesses related to each category. You can submit your nomination for more than one category.

### DON'T LEAVE NOMINATING FOR THE LAST MINUTE

Gather all the necessary data for your nomination before-hand and compile it in an orderly manner.

### PUT YOURSELF IN THE JURY'S SHOES

Think of what you would look for if you were a jury member — then write your nomination clearly.

### SIMPLE, SYSTEMATIC, SUCCINCT

These are the three S's of the nomination. Ensure the information that you convey is clear and does not override the word or size limit. Focus on what the criteria requires. Ensure that all information is as relevant and current as possible. Ensure that all projects or case studies are excellent and as unique as possible.

### BACK YOUR SUMMARY

While the 500-word summary will make a first impression, that alone is not enough. Ensure you attach as many testimonials, award certificates, certifications, photographs, video links, etc., and include facts and statistics to back your summary.

### MULTIMEDIA

Pictures have the maximum impact — don't hesitate to share project/application pictures where relevant. Video links work, too.

### DEADLINE FOR NOMINATION SUBMISSIONS

February 25<sup>th</sup>, 2020

### NOMINATION enquiries

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