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**Smarter Working Live 2020 - Entry Form**

Please fill in the entry form below, save your document as your organisation & contact name. When completed, email your form along with your organisation’s logo and any supporting files to entries@smarterworkinglive.com.

You can send in multiple entries. However, you will need to fill out a separate entry form for each category, clearly indicating category selection. Entry criteria is dependent on your chosen category, so please take care when filling out each entry form.

For more information on how to enter, visit <https://www.smarterworkinglive.com/categories>. For any further queries, please contact the team on 0161 697 3438 or email entries@smarterworkinglive.com.

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| **SECTION A – CONTACT DETAILS (Fill in all marked with an \*)** |
| Award Category\* |  |
| Organisation Name\* |  |
| Contact Name\* |  |
| Job Title\* |  |
| Telephone\* |  |
| Email\* |  |
| Organisation Website |  |
| Organisation Twitter Handle | @ |
| Third Party Vendor Details |  |

**Terms and Conditions**: By submitting this form, you declare that all facts and figures contained within are accurate and true, and that permission to enter has been given by all involved parties. Unless applying for the Best Use of a Solution categories, entries will only be accepted by public sector organisations.

Please send your completed form to entries@smarterworkinglive.com. Please send one entry form per category along with a company or campaign logo and up to 3 additional pieces of supporting material. All supporting documents must be under 2MB to upload successfully.

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| **SECTION B – ENTRY** Please complete the following sections. Please note section B must not exceed a total work count of 1000 words. |
| **Project Name** |
|  |
| **Project Summary** |
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| **SECTION C – ENTRY**Please complete the following sections. Please note Section C must not exceed a total work count of 1000 words. Please take care to provide as much detail as possible in a concise manner. |
| **Results & Evaluation** |
|  |
| **Future Plans** |
|  |
| **Please detail any supporting documents you are submitting** (optional – please attach when submitting this entry form) |
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