All EIS award criteria have been reviewed and updated please ensure you read each criteria/criterion carefully to ensure your nomination/submission is accepted.

Please ensure you read the instructions below before submitting your nominations.

Full instructions (also in the 'Start Here' section on the Awards Platform)

1. If you are a new user register an account. Existing users can log in as normal (make sure you are logging into the correct account).
2. Start your nomination (save it in-progress). Save your progress, you can access the nomination and amend until you have done your final submission.
3. Please check when making your submission that you have selected the correct Region and Award Category.
Note: If your submission appears to be in the wrong category, you will be asked to re-submit into the correct category.
4. Make sure your individual nominee or organisation name is correct as this is how it will appear on awards and be shared at the awards event.
5. Please complete all sections and be aware of word counts in some section.
6. You can enter more than one category, the work submitted must meet the criteria.
Note: Supplier Awards – See Additional Supplier Information below.
7. You can use the 'copy' feature to create a copy of your entry and change the category as required.
Note: Please be aware some categories have different questions, where these questions are different the content will not automatically copy across into the new category.
8. When demonstrating delivery of a project or programme, this must be relevant and must have been delivered after January 2023.
9. When submitting video please note: There is a maximum upload for attachments of 5mb, where possible video should be hosted on Vimeo.
10. **Supplier Awards** - Each region will require a separate submission; you cannot place one submission across multiple regions.
11. **Supplier Awards** - Suppliers can only submit in a maximum of 2 supplier categories in each region.
12. **Supplier Awards** - Suppliers must demonstrate that the programme or project has been delivered in region it has been submitted in.
13. **Supplier Awards** - Supplier nominations must be proposed and or/supported by a member of the Healthcare Supplies Association.
14. You can change your submission right up to the closing deadline time and date.
15. Don't forget to **Submit** your nomination to be in the running.

16. Please do not leave it to the last minute and miss the deadline as it will automatically close at deadline date and time.
17. By submitting an entry, you also agree to share this on the HCSA platform, to all industry related organisations via website and future publications.

Attachments - Material may be supplied as follows:

1. Upload JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of five pieces can be uploaded with your entry.

2. For Video attachments please use Vimeo were possible.

3. Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.

4. Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

Judging

HCSA reserve the right not to award if there are insufficient entries or entries deemed not to have met the criteria by the judges.

Judges will be allocated for each region; all judges decisions are final.