

UK Airports Safety Week Award Submission Guidance Notes & Application Form

To help you with your entry please take some time to read the below guidelines. If you have any questions please contact the AOA team: info@aoa.org.uk

GENERAL ENTRY RULES AND INFORMATION:

The AOA UK Airports Safety Week Awards are open to all organisations working and taking part in the AOA UK Airports Safety Week with staff based in the UK.

The entry information that you submit will be the only information that will accompany your submission throughout the judging process. This includes the supplementary information that you can provide in addition to your written entry. Requests to add further information or submit new information after the entry deadline will not be granted.

All entries should follow the requested format as detailed on the submission form, and the information detailed in the criteria should be completed to the best of your ability. It is important that you pay attention to the criteria and meet them as completely as possible; this ensures that all entries that are seen by the judges are of a similar standard, and judging can be done based on an even playing field.

All entries must be submitted via the submission form. Entries submitted via any other means or format will not be recognised and will be disqualified; submission can be made via email, post and in person delivery.

ELIGIBILITY AND CONFIDENTIALITY:

The eligibility period for submissions should relate to the period 13th May – 19th May 2019. Please make sure that your entry only contains evidence of activity that took place during this time frame.

Eligibility for each award is clarified by company type – before you enter, please check that you are eligible to do so by checking the award categories.

Companies or individuals may submit entries on behalf of themselves or others (with their permission to do so) and may enter any number of categories. Please note that entries for the AOA UK Airports Safety Awards 2019 must relate to the 2019 event held by your organisation and not to previous years.

The information in your entry will remain confidential between the AOA and the judges. Confidentiality is something that the AOA team takes very seriously, and all our judges are expert professionals who understand the importance of professional confidentiality and discretion.

YOUR ENTRY for the 'UK Airports Safety Week' Awards:

There are 8 'UK Airports Safety Week' awards on offer to AOA members this year, for whom entry is free. These are:

- Best Overall Safety Partner (Non-Airport AOA Members)
- Best Overall Safety Week (Airport AOA Members)
- Best Community Engagement (Smaller, Medium & Large Airport AOA members)
- Best Single Activity (Smaller, Medium & Large Airport AOA members)

**please refer to appendix A for definition of Smaller, Medium & Large Airport AOA members*

The entry form will ask you for:

- Name of submitting aerodrome / organisation & date entered.
- Your contact details (name, email & phone number).
- The category you wish to enter (a separate entry form should be submitted for each category entered).
- Entry narrative.

What to include in your entry?

Max. 1000-word entry submission - this is your main submission which should include the criteria set out below.

Get creative and illustrate your written parts as appropriate. You can include graphs, photographs, images, etc. to support your activities, strength and values, your staff and your achievements. It is not compulsory, but it does add colour and sparkle to the written part, when supported by relevant pictures, charts/tables, etc.

The judges will need the facts and relevant information more than pictures, but they do give a real 'feel' for your event(s). It is an opportunity to show the effectiveness of your safety week, campaigns, company safety culture and style.

What are the judges looking for?

Applications which stand out through their clear signalling of achievements, concise descriptions of event(s), benefits achieved and the provision of quantitative information, will have a greater chance of impressing the judges.

The judging will be based on a composite view of the application, taking account of the following criteria, and the specific nature of the award category:

CRITERIA:

- How well does the entry fit the category?
- Nature and size of both the aerodrome and/or organisation if applicable. Its achievements throughout the week (relative to its context).
- The relationship between, and involvement of, external and internal departments, stakeholders, community, companies, etc.
- Broader significance to the sector (e.g. originality, innovation/best practice within the sector, leading the way, replicability, etc.).
- Demonstrate the strengths in the category, connection to event objectives and explain the opportunities you have achieved.
- Quality and reliability of evidence supporting the submission (e.g. quantitative evidence of benefits and outcomes).
- Unusual features which make the application '**stand out from the crowd**' (e.g. extraordinary commitment and impact of a member of staff, media coverage, community engagement, etc.).

The **closing date for entries is 7th June 2019** and the Awards Ceremony is to be held at the AOA OPS & Safety Conference dinner on the evening of 19th June 2019 where award photographs may be taken & used promotionally. You will be able to make changes to your entries up until this date, but any changes made after this date will not be counted.

After the 7th June 2019 deadline your entry(s) will be passed to our panel of judges.

In order for an entry to be considered valid you must complete all required fields on the entry form. Failure to do so will make your entry invalid.

We encourage all AOA members to apply for the awards, irrespective of size, how many days participating or number of events taking place during your campaign. The awards process provides equal opportunity to win and the decision will be made by our judges on the basis of the applications. To be in with a chance of winning you must be an AOA Member and submit an entry, Good Luck!

Appendix A

AOA's airport members classification table - based on CAA Airport Statistics 2017

Member Airport	Total Pax 2017	Airport Size
Heathrow	77,987,524	LARGE
London Gatwick	45,553,837	
Manchester	27,773,303	
London Stansted	25,902,618	
London Luton	15,989,225	
Edinburgh	13,409,295	MEDIUM
Birmingham	12,982,180	
Glasgow	9,894,845	
Bristol	8,233,387	
Belfast International	5,836,735	
Newcastle International	5,297,952	
Liverpool John Lennon	4,896,603	
East Midlands	4,877,545	
London City	4,530,439	
Leeds Bradford	4,074,500	
Aberdeen International	3,090,272	
George Best Belfast City	2,559,846	
Southampton International	2,069,605	
Jersey	1,637,763	
Cardiff	1,464,180	
Doncaster Sheffield	1,335,590	
London Southend	1,091,738	
Exeter	908,260	SMALLER
Guernsey	843,272	
Isle of Man	807,426	
Prestwick	695,669	
Bournemouth	693,977	
Gibraltar	571,184	
Norwich	528,153	
Newquay	459,924	
City of Derry	193,981	
Humberside	190,490	
Durham Tees Valley	128,007	
Blackpool	23,391	
Gloucestershire	1,488	
London Biggin Hill	1,318	
London Oxford	90	
Cambridge		
Hawarden		
Coventry		
Farnborough		
Warton		
London Heliport		
Goodwood		
Carlisle		
Denham		
Redhill		
Retford Gamston		
Sywell		
Thrupton		



UK Airports Safety Week Award Submission Form

Entry Details

Submitting Aerodrome / Organisation:		Award Category you wish to enter (please tick one option per entry form &, where appropriate, state if smaller, medium or large airport):	
Date:		Best Overall Safety Partner (Non-Airport AOA Members)	
Submitted By:		Best Overall Safety Week (Airport AOA Members)	
Contact Email:		Best Community Engagement (Smaller, Medium & Large Airport AOA members)	
Contact Number:		Best Single Activity (Smaller, Medium & Large Airport AOA members)	

Entry Submission

1000-word (max.) entry submission - this should relate to the criteria set out in the guidance notes.

Summary

50-word (max.) summary of your entry and why you think you should be shortlisted.