



CORE VALUES AWARDS 2011

How to Write an Entry

WELCOME, INTRODUCTIONS, AGENDA

- ◉ Welcome
- ◉ Introductions
- ◉ Agenda for the call
 - Award categories
 - Quick overview of formatting
 - Review of the category requirements
 - Creating a winning entry
 - Questions

AWARD CATEGORIES 2011

- ◉ Project of the Year
- ◉ Organization of the Year
- ◉ Innovation Award
 - 2011 theme: addressing evaluation frameworks for public participation
- ◉ New award category:
 - *Research Award*. Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon P2 theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge

FORMAT CONSIDERATIONS

- ◉ Review the style guide carefully
- ◉ Please pay attention to format requirements
 - Unlikely an entry would be disqualified for format
 - HOWEVER in a tie between two entries, format may be the deciding factor

FORMAT OVERVIEW

- Entries may be 7 or 8 pages depending on whether photos/graphics are included
- Letter-sized (8 ½ x 11 in) or A4-sized pages (21.6 cm x 27.9 cm)
 - Cover page:
 - title; award category; organization; nominee; contact information; 2 participant references; and, contact information for 3 publications (newspapers, journals, magazines, etc.) to be notified if your submission is selected
 - Page 2: case study summary table
 - Pages 3-7: the award submission
 - Header in the upper right-hand corner: Organization Name and page number
 - Page 8 (optional): one additional page is permitted if images or photos are included

CASE STUDY SUMMARY

- ◉ Template is provided in the style guide:
- ◉ Refer to past State of the Practice reports on website (www.iap2.org) for examples

CATEGORY REQUIREMENTS

- Use the section headings from the style guide appropriate to the category
- These are the “Core Values” awards
 - Entries should devote significant attention to addressing the core values
- Project: Fairly straight forward (see Style Guide)
- Organization: Emphasize impact of Core Values on organizational culture
- Innovation: Innovation section questions as important as the Alignment with Core Values section
- Don't under estimate the importance of the questions about evaluation

CREATING A WINNING ENTRY

- Start with the Core Values
 - Spend time thinking about them in relation to your project or organization.
- Review past winners and finalists
 - State of the Practice Reports (IAP2 website)
- Use clear, straightforward writing style
- Make no assumptions about what the judges may know/not know about your project or organization

CREATING A WINNING ENTRY

- If possible, build a team to help you pull together the submission
- Map out the work and the time line
 - Work back from deadline: August 5, 2011
midnight local time Adelaide, South Australia
(use the World Clock)
- Entries by email - in either Adobe PDF or MS Word formats
- Entry fee - \$100US (use online payment on IAP2 website)

CREATING A WINNING ENTRY

◎ Build the submission

- Brainstorm an outline
- Gather and review the data
- Start with the section on Core Values
- Draft the remaining sections
- Get feedback on the draft from those familiar with the project/organization

CREATING A WINNING ENTRY

○ Finalize the entry.

- Revise. Revise. Revise
- Enhance content with weblinks
- Add photos or images (optional)
- Give careful thought to your participant references
- Complete the Case Study Summary last

CREATING A WINNING ENTRY

- ◉ Get your entry to IAP2 by the deadline
- ◉ Winners will be contacted in September
- ◉ Awards will be announced in October in Australia
- ◉ Questions?