

# ENTRY FORM

## CATEGORIES TO BE ENTERED:

- |                                                              |                                                                         |
|--------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Best Training Initiative            | <input type="checkbox"/> International Achievement Award                |
| <input type="checkbox"/> QS Young Achiever of the year       | <input type="checkbox"/> Best Innovation                                |
| <input type="checkbox"/> QS Employer of the Year             | <input type="checkbox"/> QS Project/Program Management Firm of the Year |
| <input type="checkbox"/> Best New QS Firm                    | <input type="checkbox"/> QS Champion of the Year                        |
| <input type="checkbox"/> Best M&E Specialist Cost Consultant | <input type="checkbox"/> Best All-round QS Firm                         |

## DETAILS OF ENTRANT:

Your full name \_\_\_\_\_

Position \_\_\_\_\_ Organisation \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## THE RULES

Entries will be judged by a number of panels of eminent judges. Organisations are actively encouraged to enter as many categories as they like. This entry form can be photocopied. If your submission is in colour please try to provide colour copies. The entry form must be signed by the person responsible for submitting the entry. Remember that ten copies of the entry material are required – so we can send a copy to each judge. Do not provide additional material; do not bind up your entry and ensure that nothing exceeds A4 in size. The judges decision is final and no correspondence will be entered into. No employee of CMP Information or their families are entitled to enter. Sponsors and their families cannot enter the category they are sponsoring.

The winners and finalists of the awards may state in advertising, promotional material and on their stationery that they are a winner, but this must make it clear which category and the year in which they were successful. Note: Entries are not returned unless clearly stated otherwise.

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## HOW TO ENTER

To enter, you must submit a written document of no more than 800 words that addresses the criteria set out for the category you are entering (see opposite). You can “package” this information and lay it out how you see fit, but it must not exceed five pages of A4 including pictures. Do not send in entries that are not A4 sized! And do not bind up your entry, as it has to be inserted in files that are sent out to our judges. No additional support material should be included. Entries that do not comply may be rejected. Focus on facts rather than PR hype! The judges are always impressed by hard figures that demonstrate/quantify progress. Make sure you include these!

- Ten copies of the 800 word document should be provided.
- 10 copies of the completed entry form on the back of this leaflet should also be supplied.

Please submit a separate entry form for each category entered. For the company categories, the judges will be keen to see entries from small firms as well as larger consultancies. Size is not a factor in the judging process.

### Please send your entries to:

Kellie Torr  
QS Awards  
CMP Information  
Ludgate House  
245 Blackfriars Road  
London SE1 9UY



## INTERNATIONAL ACHIEVEMENT AWARD

This award is open to any QS, cost consultant or wider “construction consultant” (that grew from QS roots) and it is given in recognition of the work the practice has done overseas. This could take the form of success in winning a number of overseas orders or commissions; or the completion of a particularly noteworthy overseas project. It could also be awarded in recognition of the growth in exports; or it could reward international links/mergers or the opening of overseas offices. If you have been involved in innovative global outsourcing, this would also be of interest to the judges. When entering this category try to quantify your success overseas by indicating the rate of expansion you have achieved. If your entry revolves around one or two major international projects include photos and explain the scale of the commissions and why your involvement was so successful.

## BEST PROJECT/PROGRAMME MANAGEMENT FIRM OF THE YEAR

This category is open to stand-alone project/programme management firms or PM divisions of multidisciplinary firms, and is open to all sizes of companies. The winner will show brilliant service, creativity and innovation in its offering, either in individual projects or across a programme of works. The ability to problem solve and to achieve results by fostering best practice and team working is a necessity, as is displaying a breadth of experience across different sectors or types of construction work.

### Issues to cover in your statement include:

The judges will be looking to see evidence of the all round achievements of the company and the quality of services received by your clients. Which projects best highlights your skills? They must have been completed since 1 January 2006. Describe why you have selected them and, if possible, include a testimonial from the clients.

## BEST TRAINING INITIATIVE

This Award is open to any organization active in the QS sector – so dedicated QS practices can enter, as can in-house QS teams from contracting firms. Project managers are also eligible. It is also open to public or private sector educational organisations – so, for example, a college or training centre could enter. The award recognises best practice in training and continuing professional development. All we want is 800 word statement that explains what you’ve done, and what the initiative has achieved. Please quantify the impact and provide testimonials or hard evidence of the impact your approach has achieved.

# WHAT ARE THE AWARDS?

The QS Awards recognise and reward excellence, innovation and professionalism, creating great role models to encourage new talent into the profession. Now in its third year, we expect up to 400 people at the event, which will be staged at lunchtime on Friday the 7 December 2007. Receiving an award at the ceremony will be the ultimate accolade and the specially commissioned trophies are ones which can be proudly

displayed to reflect the highest standards of work achieved. Winning, even gaining a position as a finalist, will earn the respect of your peers and will be invaluable in marketing your skills to clients or others. It costs nothing to enter the awards – so read on and become part of the Quantity Surveying profession’s main showcase of excellence.

## BEST NEW QS FIRM

Have you set up as a QS/project manager since 1st January 1997? If so, this could be the category for you to enter.

### The judges would like to see the following:

- How has the firm grown over the last ten years – please indicate your turnover and approximate staff numbers from the year you started the business, up to 2007.
- By how much do you expect to grow next year? What sort

of profit levels are your firm achieving? If you have opened additional offices or worked overseas be sure to mention this too.

- What is really special about the firm – what is your unique selling point, and why has this been so critical to your success?
- Provide details of up to five projects you are proud to have been involved with and a list of your ‘top ten’ clients. If possible include a testimonial from some of them.

## QS YOUNG ACHIEVER OF THE YEAR

This award recognises the talents and successes of young quantity surveying or project management professionals. It is open to graduates under 30 working in a consultancy firm, or any other organisation. The judges won’t simply be looking for academic success, although you will have to demonstrate a commitment to continued professional development. The young achiever award is about finding the industry’s future leaders. So the judges will want to hear about the challenging projects you’ve been involved with, as well as some of the things you’re involved with outside of work. The award is open to graduates who were

under 30 years of age on 1st January 2007.

### What the judges are looking for:

- Commitment to CPD
- Determination to succeed and a ‘can-do’ attitude
- Involvement in interesting projects or initiatives.
- Evidence of a wider view of the world than simply work. For example; getting involved in local RICS organisations and events; mentoring younger colleagues; or encouraging the next generation of QS’s.

## QS EMPLOYER OF THE YEAR

This award recognises the QS/cost consultancy practice that everyone wants to work for. It is only open to UK-based QS consultancy firms. The judges will be looking for good training provision, a strong culture and a commitment to continued professional development. If you are proud of your employment record, and your staff, this is the category to enter.

### Make sure you address all of the following in your submission:

- Describe your training and CPD programme. How long have you had IIP accreditation, and how much (per full time employee) do you spend on training/CPD each year?

- Explain how you measure staff satisfaction levels, and how these have improved. If you have featured in any surveys of “Most Admired Firms to work for” make sure you include details.
- If you have introduced any special initiatives to encourage diversity, more women in the workplace, or similar issues make sure you explain these
- What is your staff churn rate?
- If you produce a Corporate Social Responsibility report, please enclose 10 copies.

## BEST ALL-ROUND QS FIRM

These days “QS firms” provide a wide range of ancillary services over and above conventional construction costs advice – for example, project or construction management, value engineering, taxation and grants help, procurement or contracts advice, funding, whole life and FM services and building surveying. Which firm provides the best all-round service? If you think yours is the best make sure you enter this category.

### Issues to cover in your statement include:

- Illustrate how your business has developed over the last five years? Provide details of your turnover and staffing levels since 2002.

- Explain how the difference services you provide make up your total fee income; so explain how much each service line contributes to your overall turnover (perhaps use a pie chart to illustrate this).
- Highlight examples of projects where your all-round skills have been employed by clients, and quantify the benefits you have achieved for them.
- What single project best highlights your skills? The project must have been completed since 1 January 2006. Describe why you have selected it and, if possible, include a testimonial from the client.

## BEST M&E SPECIALIST COST CONSULTANT

This category is open to either QS based “construction consultants” or single discipline cost/QS consultancies that have a team of QS professionals that specialize in M&E work or process engineering installations. Do you have a good reputation and track record in this specialist area? If so, make sure you submit an entry. The Judges will want to see evidence of your real skills and track record. Entrants must list all the current jobs where they are providing specialist M&E cost services and indicate how much (as a percentage of their total fee income) is generated by this type of work. Entrants must also include a client list and provide a brief testimonial from at least one M&E client.

### Issues to cover in your statement include:

- What makes your M&E team special? Be sure to explain any special expertise they have. Indicate the scale of your team - in terms of the number of specialist staff and fee income it generates
- If you have developed any innovative new systems, processes or tools that help your clients explain these and the benefits they bring
- What single project best highlights your skills? The project must have been completed since 1 January 2005. Describe why you have selected it and, if possible, include a testimonial from the client.

## QS CHAMPION OF THE YEAR

Do you know an “unsung QS hero” that deserves some credit? Then this award is aimed directly at them. The trophy could go to someone who has worked tirelessly to complete a challenging project, someone who has raised a lot of money for a worthy cause or charity, or someone slightly on the periphery of the QS’ing world – for example a health or safety champion. Contenders might be QS’s that have completed a major sports challenge or encouraged good architecture or patronage of the arts. Recipients might be well known in the profession; or relatively unknown. Candidates can be nominated by anyone for this award, but please ensure they are happy to be put forward.

## BEST INNOVATION

This award is open to QS/cost consultants and project managers. Firms could enter by highlighting one (or all) of the innovative processes they have introduced to improve their efficiency, management or productivity; especially innovative projects can also be submitted. QS’s that have utilised IT to improve the service they deliver are also eligible. The judges will be looking to see how the innovation has benefited clients. Please quantify any achievements that have been delivered as a result of the initiatives.