



# NOMINATION FORM MAJOR AND CAPITAL CITY AIRPORT OF THE YEAR

**Please read the following carefully and if you have any questions, or require guidance in preparing the nomination, please contact Erin Livingston, AAA Events Manager on 02 6274 3101 or [awards@airports.asn.au](mailto:awards@airports.asn.au).**

There are two award categories for Major and Capital City Airport of the Year, based on the size of the airport.

## AIRPORT OF THE YEAR CRITERIA

- Nominated projects or initiatives must have been completed during the period 1 July 2017 through 30 June 2018.
- Nominations should comprehensively indicate how the airport is achieving excellence in the following areas; customer experience, operations, commercial, environmental management and community engagement.
- Projects and initiatives should clearly demonstrate how they have delivered specific outcomes.
- If a long-term project or initiative has a number of phases, it is important that the nomination clearly indicates which phase of the project or initiative is being nominated.
- Applicants do not require nominations to be seconded by another party.
- Airports may nominate multiple projects and initiatives as part of their nomination, but the nomination will be considered as one application on behalf of the airport by the judging panel.
- Airports can make only one nomination in their award category.

This award will consider airports achieving excellence across a number of areas including customer experience, operations, commercial, environmental management and community engagement. The judging panel reserve the right to award single or numerous recipients. Images of the project are also welcome where applicable.

If you require additional space for any section, please ensure that this information is attached to the official nomination form. A copy of the completed nomination form can be emailed to:

**Erin Livingston AAA Events Manager**

E: [awards@airports.asn.au](mailto:awards@airports.asn.au)

## CLOSING DATE

All entries must be completed and submitted to the awards inbox [awards@airports.asn.au](mailto:awards@airports.asn.au) no later than 5.00pm, AEST Friday 10 August 2018. If you have attachments that are too large to send with your application via email, please make contact with the AAA Events Team to discuss by emailing [awards@airports.asn.au](mailto:awards@airports.asn.au).

## RULES AND CONDITIONS

The information contained in these guidelines forms the rules and conditions of entry to the AAA National Awards 2018.

## ELIGIBILITY

- Nominees must be current financial Members of the AAA at the time of nomination and at the time of the AAA National Airport Industry Awards 2018 presentation.
- Nominated projects or initiatives must have been completed during the period 1 July 2017 through to 30 June 2018.

## NOMINATION PROCESS

- All nominees must complete the nomination form.
- Nominations must conform to the nomination guidelines as identified.
- Nominations must not be received later than the closing date for entries.
- No alterations will be permitted to entries after the date of submission.
- Entries remain the property of AAA.

## COSTS

There are no entry fees to enter the awards. Nominees are responsible for any costs associated with attending the AAA National Airport Industry Awards 2018.

## JUDGING

Judging panels will be selected for their expertise specific to the award being judged and will assess the nomination against the criteria using marking sheets provided by the AAA. Judges will assess the nominations independently of other Members of the judging panel. Judges will need to declare any possible conflict of interest and sign a confidentiality agreement. In the event that no entry in a category meets the criteria of excellence, the AAA reserves the right to not present an award in this category.

The judging panel reserve the right to award single or numerous recipients. The judge's decision is final and no communication will be entered into. Judging panel members are to remain confidential.

# NOMINATION FORM

## MAJOR AND CAPITAL CITY AIRPORT OF THE YEAR

### MAJOR AIRPORT OF THE YEAR

Open to AAA Airport Members with 500,000 annual passengers or more and not based in a capital city.

### CAPITAL CITY AIRPORT OF THE YEAR

Open to AAA Airport Members based in a capital city.

Nominated airport:

Contact name:

Position:

Organisation:

Address:

Telephone:

Email:

In the event your project is announced as the recipient who would accept the award at the AAA Gala Dinner?

**NOMINATIONS CLOSE 5PM AEST FRIDAY 10 AUGUST 2018**

# NOMINATION FORM

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Please provide a brief project overview how your airport is achieving excellence in the following areas. Please also indicate what the unique attributes of each particular project or initiative may be. (Max. 500 words per category)

Customer Experience

Operations

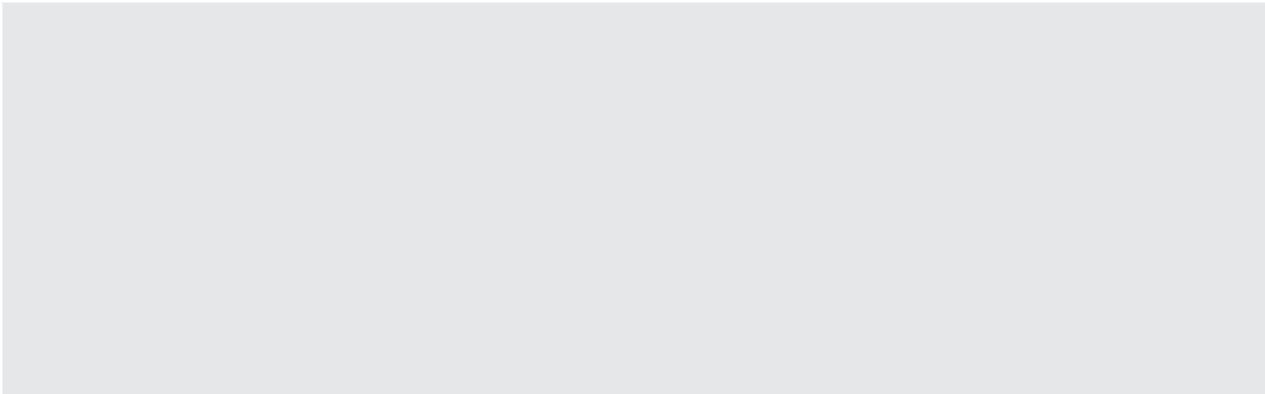
Commercial

Environmental Management

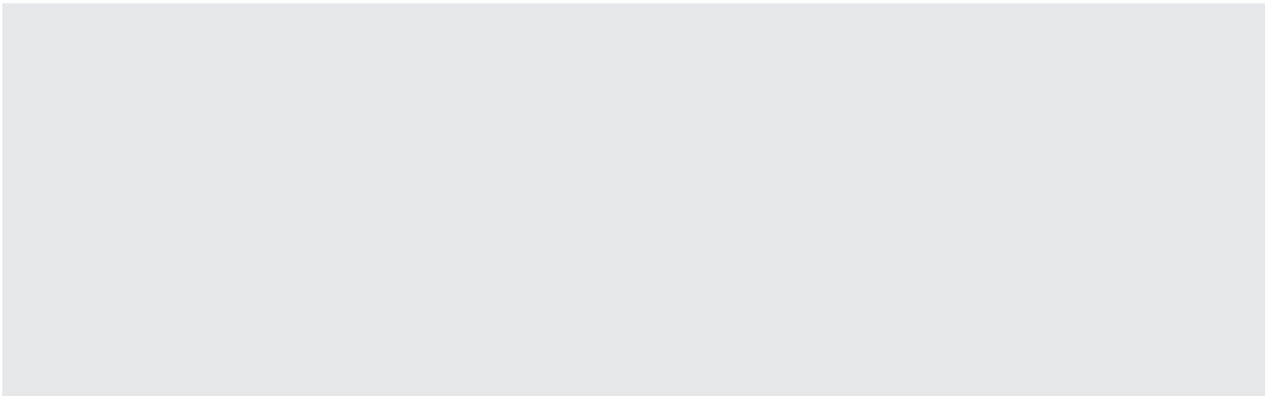
# NOMINATION FORM

## MAJOR AND CAPITAL CITY AIRPORT OF THE YEAR

Community Engagement



Infrastructure Management *(Management of runways, taxiways terminals etc. May include new development or business as usual)*



**NOMINATIONS CLOSE 5PM AEST FRIDAY 10 AUGUST 2018**