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**THE NEW ZEALAND  
TOURISM AWARDS**

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# 2019 Submission Guidelines

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The Awards Criteria and Submission Guidelines contain all the information needed for completing your submission. Please read this document carefully before commencing.

## Key Dates

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#### ENTRIES OPEN

16 MAY 2019

Complete the online entry form, choose the categories you wish to enter and then pay the entry fee. You'll be emailed a link to start the submission process straight away.

#### SUBMISSIONS CLOSE

27 JUNE 2019

You'll have until 5.00 pm (NZST) on 27 June to complete your submission.

#### DINNER TICKETS ON SALE

2 AUGUST 2019

Who will take out the top tourism title? You'll be able to book your tickets to the Awards Dinner and be there to find out.

#### FINALISTS ANNOUNCED

3 SEPTEMBER 2019

We'll be ready to share the good news, with finalists being announced for each award.

#### AWARDS DINNER

24 OCTOBER 2019

Drum roll please!

The New Zealand Tourism Awards culminates in a prestigious black tie dinner. Finalists will be recognised, winners announced and the recipient of the coveted Air New Zealand Supreme Tourism Award revealed

## Awards Process

### Step One: Entry

Complete the online entry form, choose the categories you wish to enter and then pay the entry fee.

You'll be emailed a link to start the submission process straight away.

A non-refundable administration fee of \$95 (ex GST) per award applies for all TIA members; a fee of \$200 (ex GST) applies for non-TIA members.

### Step Two: Submission

Complete the online submission form.

You'll have until 5.00pm (NZST) on 27 June 2019 to complete your submission.

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The TIA Events Team will be in touch to inform you of the outcome of your entry. If you are selected as a finalist, you will be encouraged to make a short video to be played at the awards dinner in Christchurch on 24 October.

## Submission Requirements

Please ensure you leave sufficient time to complete your submission so that it best represents your ability and achievements, giving you the greatest chance of success!

Strict word counts apply, and these are laid out in the criteria for each award. Submissions will only be accepted using the online form available on the Tourism Awards website (from 16 May). You can amend your submission online up until 5.00pm (NZST) on 27 June.

## Supporting Material

Supporting material is encouraged and can be submitted to support any/all of the criteria for the award.

Entrants can provide up to 2MB of supporting material in PDF format. Links to websites and electronically held information are welcome.

## Referee Checks

You will be asked to provide names of two referees, including their contact email and phone number. If you are selected as a finalist, your referees may be contacted by a member of the judging panel.

## Terms and Conditions

The terms and conditions, including refunds and cancellations, can be found on the New Zealand Tourism Awards website

## Key Contact

If you have any questions about your entry or the submission process, please contact the Tourism Industry Aotearoa events team on:

t: 04 499 0104 Extn  
e: awards@tia.org.nz