



## The ITSPA Awards Rules and General information

- 10 awards will be presented, as outlined on the Awards page <http://www.itspa.org.uk/itspaawards/>
- The 10 awards will be judged according to criteria for each category published on the Awards page <http://www.itspa.org.uk/itspa-awards/>
- Companies and organisations may be shortlisted for more than one award.
- Companies cannot be shortlisted for an award they have sponsored
- Following confirmation by the judges and ITSPA, the shortlists for each award will be published prior to the Awards ceremony. The ITSPA Secretariat will contact companies that have been short-listed
- Once the shortlist is published by ITSPA, companies that have made the shortlist may publicise this fact (including using the official ITSPA logos available to purchase from ITSPA)
- The winners will be announced at the Awards ceremony on 10<sup>th</sup> May 2017 and not before. Winners may publicise that they are a winner of an ITSPA Award (including using the official ITSPA Awards logos after the purchase. Please contact Secretariat if you wish to purchase the logo at [team@itspa.org.uk](mailto:team@itspa.org.uk))
- No entrant shall engage in any activity that may damage the integrity of The ITSPA Awards scheme or ceremony. Any such actions shall be raised with the ITSPA Council who will take any decision on disqualification. The ITSPA Council's decision with respect to disqualification is final.
- ITSPs must register their intent to enter the awards and register their services and other requested information via the online form linked to Awards page <http://www.itspa.org.uk/itspa-awards/>
- Entrants may only enter one service in each category
- Entrants will be required to submit supporting information demonstrating how they meet the criteria. All supporting information must be submitted via the online forms at <http://www.itspa.org.uk/itspa-awards/>
- ITSPA reserves the right to request further information about the service and technical specifications provided by entrants and to conduct spot checks if deemed necessary.
- An independent judging panel composed of knowledgeable observers of the VoIP and unified communication sectors will assess the nominees and choose the winners in each category
- Entrants will not have access to their performance data during the monitoring process
- If it becomes apparent that an entrant is employing what may be considered dubious tactics or attempting to tamper with the monitoring procedure they will be disqualified from the awards process. Any such activity will be raised with the ITSPA Council who will take any decision on disqualification. The ITSPA Council's decision with respect to disqualification will be final