

# HOW TO SUBMIT A WINNING ENTRY

6th March 2024 Address Sky View Hotel, Dubai

HONORING THE BEST IN THE MENA LEISURE, ENTERTAINMENT & ATTRACTIONS INDUSTRY



# CRAFTING A WINNING NOMINATION ENTRY

Dear Nominee,

Thank you for your interest in the MENALAC AWARDS 2024.

To ensure your nomination stands out and has the best chance of securing a prestigious MENALAC Award, we are happy to share tips to help you craft a winning entry.

This document explains the awards process, guides on how to navigate the awards portal, and finally provides guidelines on how to create a winning entry

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Best of luck with your nomination for the MENALAC Awards 2024! We look forward to celebrating the outstanding

contributions of individuals and organizations in the leisure and entertainment sector.

**Happy Nominating** 

MENALAC AWARDS COMMITTEE





### THE AWARDS PROCESS

The MENALAC Awards aim to set new benchmarking standards for the MENA Leisure, Entertainment and Attractions industry.

The 2024 edition of the awards will feature **27 award categories**, honoring the best attractions across different segments, best initiatives and campaigns, best products and best personalities.

Like in previous years the awards submission, judging and scoring will happen entirely on our online awards portal.

To make the awards submission process more accurate and crisp, this year **every single submission criteria is listed as an independent and mandatory field** to make it easier for the entrant to submit his entry and for the jury to evaluate each criterion and the overall entry more accurately.

After the submission deadline, the esteemed awards jury (comprising experts and leading names of the MENA leisure industry) will evaluate every entry in the categories that they are assigned to judge.

Once the jury round closes, the award auditors — UHY James will then check every entry for compliance with the awards process and then start scoring the entries in every award category.

The Auditors will then announce the finalists by 25<sup>th</sup> February.

The final award winners will be announced on March 06, 2024 at the glittering MENALAC AWARDS GALA at the Address Sky View Hotel, Dubai being held from 7pm – 11 pm.

**Important Note:** Only the Award Auditors and the Trophy maker will know the award winner names and even MENALAC and its Board will get to know of the winners directly at the MENALAC AWARDS GALA Night.

### **Awards Timelines**

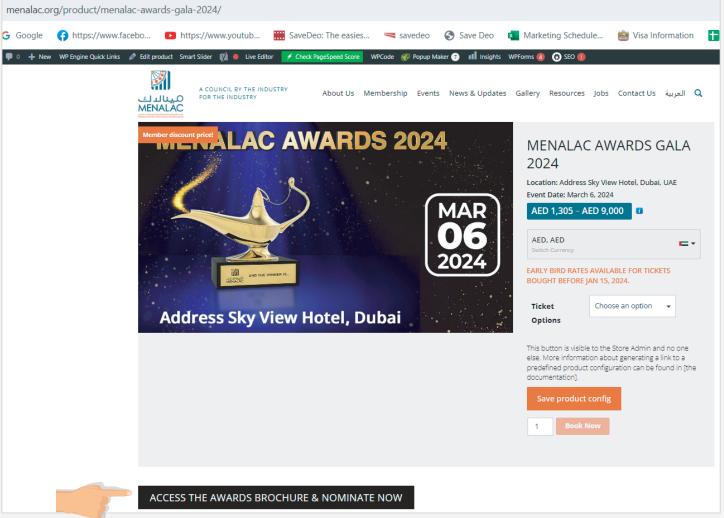
20 DEC 2023	Award Nominations Open
31 JAN 2024	<b>Award Nominations Close</b>
02 FEB 2024	Jury Round Opens
14 FEB 2024	Jury Round Closes
16 FEB 2024	Audit Round Opens
24 FEB 2024	Audit Round Closes.
25 FEB 2024	Shortlist announced
06 MAR 2024	Winners Announced at Gala





### THE AWARDS PROCESS





#### 1. Promotional Flier

Click on the NOMINATE NOW Button on the Promotional Flier (You will be directed to our website)

#### 2. MENALAC Website- Awards Page

Click on the ACCESS THE AWARDS BROCHURE & NOMINATE NOW Button on the Awards page on the MENALAC Website (You will be directed to Awards Brochure)





## THE AWARDS PROCESS







#### 3. Awards Brochure

Read through the awards brochure which comprehensively lists information about the awards, our 2023 award winners, the jury panel, awards timelines, fees and the award categories, and who can submit nominations for the different award categories.





## THE AWARDS PROCESS







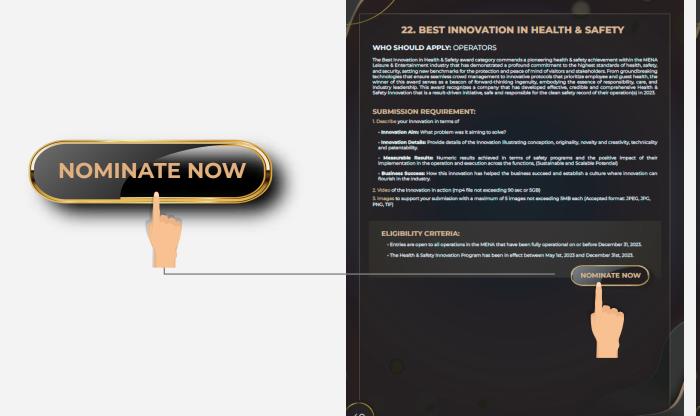
#### 3. Awards Brochure

The Awards Brochure also lists every single award category in detail, elaborating for each category — Who Should Apply, Submission Requirements, videos and Photos to best illustrate your submission entry details, as requested





# THE AWARDS PROCESS



CATEGORIES



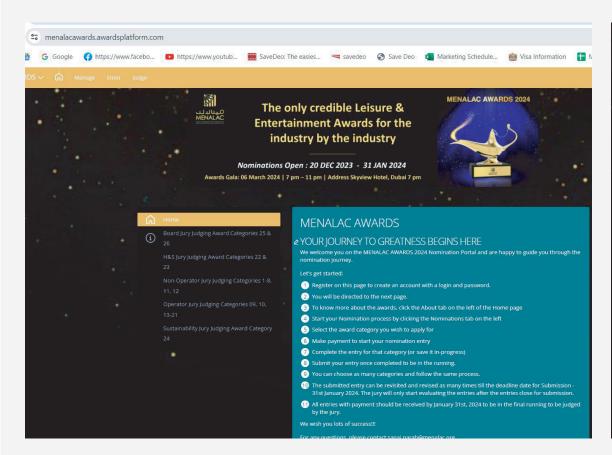
#### 4. **NOMINATE NOW Button**

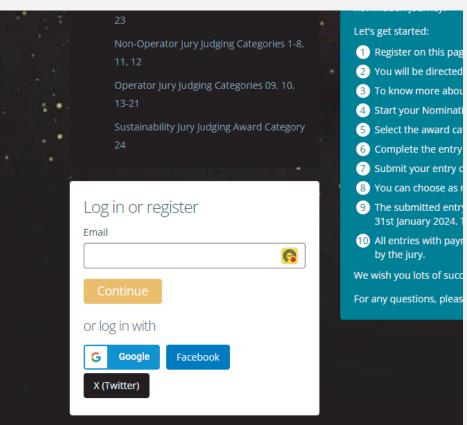
Click on the NOMINATE NOW button that sits at the bottom of every award category page. (You will be directed to the MENALAC AWARDS 2024 Online Portal)





## THE AWARDS PROCESS





#### 5. MENALAC AWARDS 2024 Online Portal

You will now arrive on the MENALAC AWARDS 2024 Online Portal

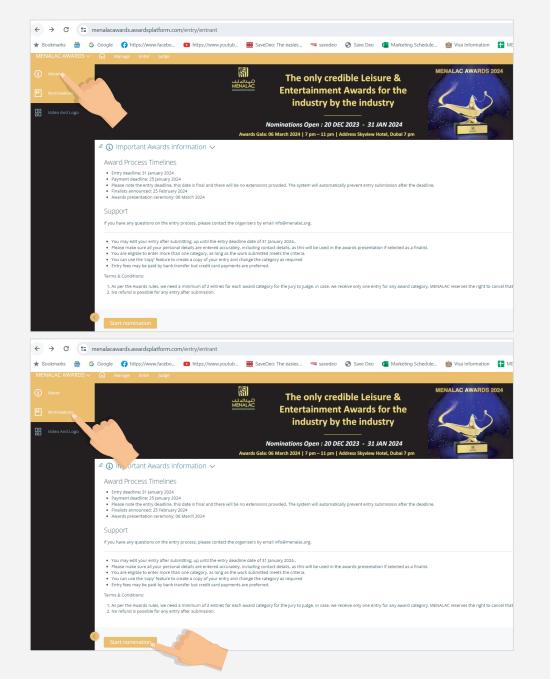
#### 5. Create Login & Password

Login with your credentials if you have applied in the past or Register with a new login and password.





# THE AWARDS PROCESS



#### 7. About Tab

To know more about the awards, click the About tab on the left of the Home page

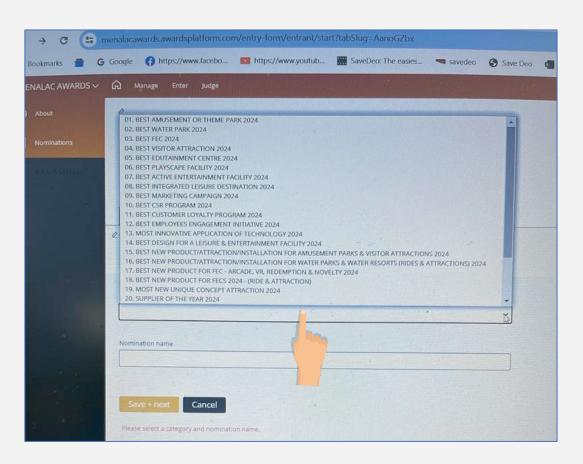
### 8. Nomination Tab

Start your Nomination process by clicking the Nominations tab on the left and then click on the Start Nomination Button



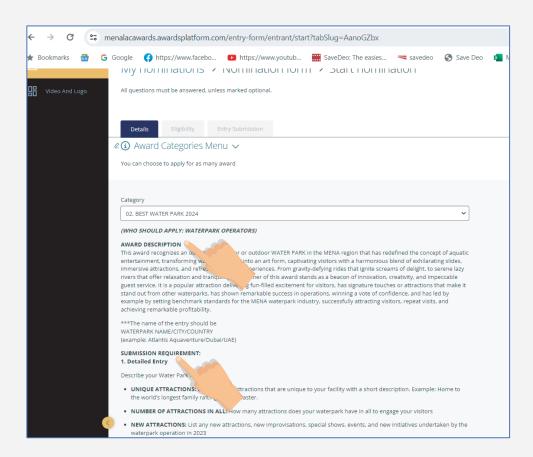


## THE AWARDS PROCESS



### 9. Select Award Category

Select the award category you wish to apply for from the dropdown list

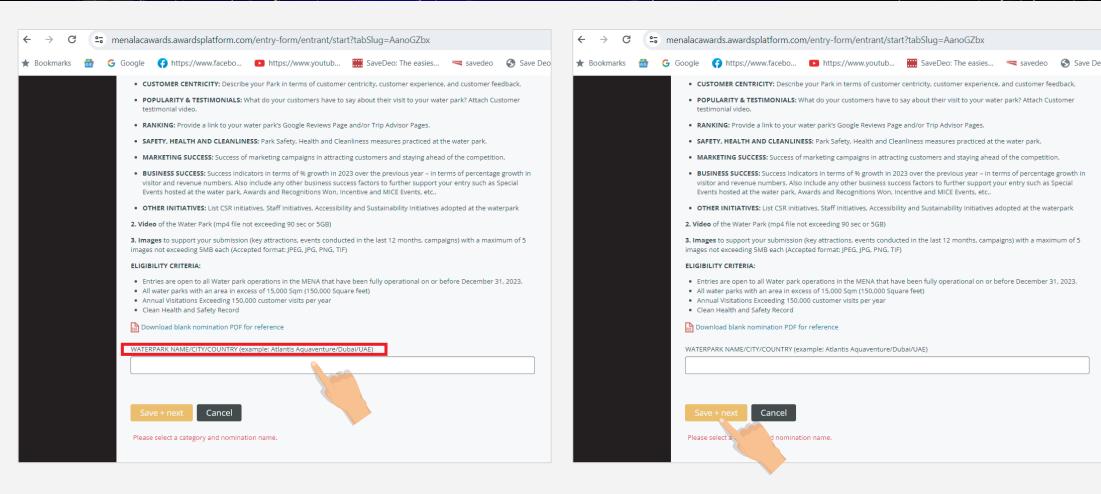


### 10. Read Submission Requirements & Eligibility Criteria

Read carefully the Award Description, Submission Requirement and Eligibility Criteria for every entry chosen by you



### THE AWARDS PROCESS



### 13. Enter your Nomination Entry Name

Enter your Nomination Entry Name as per the format specified above the entry field.

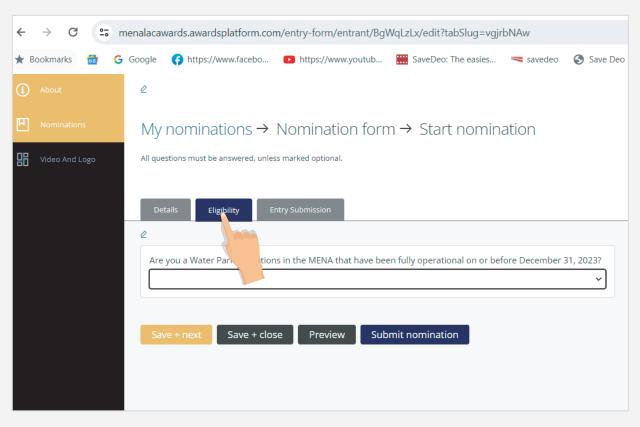
### 14. Save + Next to Complete The Entry

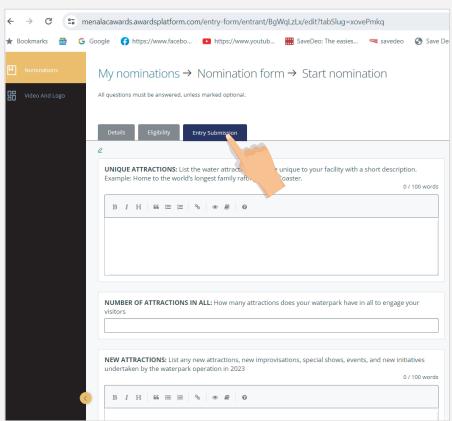
After listing your nomination entry name press on Save+Next to complete your eligibility criteria. (You will be directed to Eligibility Criteria Page)





## THE AWARDS PROCESS





### 15. Eligibility Tab

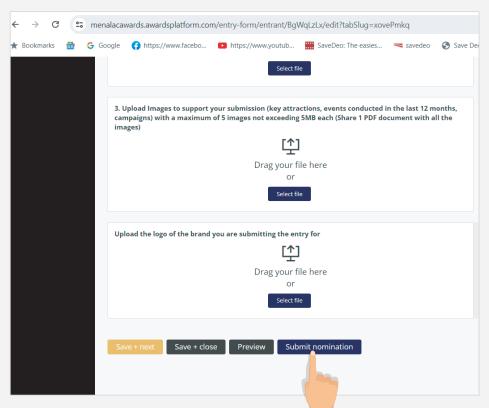
You will now be on the Eligibility Page, and you can proceed to answer all the questions that appear one after the other. Then press Save+Next and you will be directed to the Entry Submission Page. If you are not in compliance with the eligibility criteria, the entry will end here.

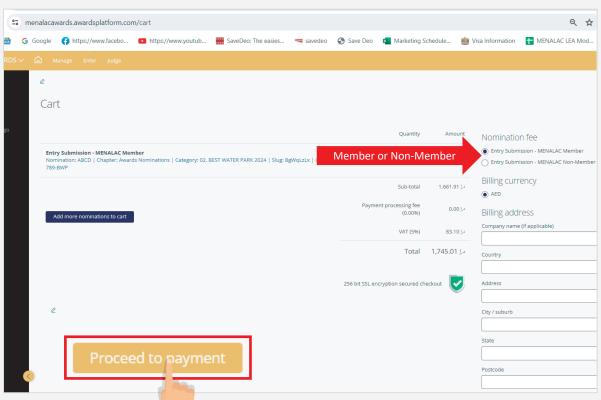
#### 16. Entry Submission Tab

On the Entry Submission Page you can submit the details as requested. It would be good practice to keep all the details (submission text, videos, testimonials, rankings, images listed on the Awards Brochure) ready before



## THE AWARDS PROCESS





#### 17. Submit Nomination

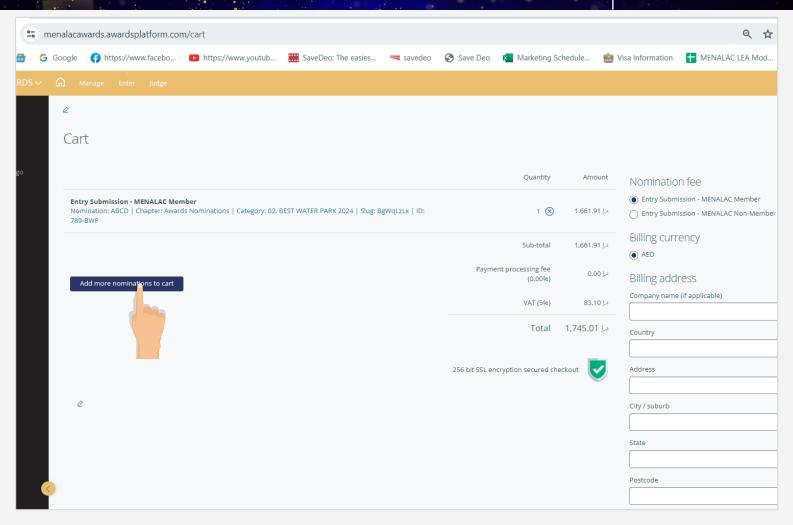
Once submission entry is completed click on the SUBMIT NOMINATION button. (You will be directed to the Cart and Payment Page)

### 18. Make Payment

On the Payment Page, you can see your entry in the cart. If you are submitting only 1 entry you can proceed to make payment. Select Member or Non-Member as the case may be, enter billing details and click on the PROCEED TO PAYMENT Tab at the bottom to make payment before January 31



## THE AWARDS PROCESS



### 11. Submitting Multiple Entries & Making Payment

Should you wish to submit multiple entries, click on the ADD MORE NOMINATIONS TO THE CART Button, and repeat the same process for every additional award category. Select Member or Non-Member as the case may be, enter billing details and click on the PROCEED TO PAYMENT Tab at the bottom to make payment before January 31st.



### **READY UP, PREPARE TO SUBMIT**

- Text entry (as per word limit specified)
- Images
- Videos
- Testimonials
- Ranking Links







### HOW TO CREATE A WINNING ENTRY

- Familiarize Yourself with Award Categories: Take the time to review the available award categories and select the one that best aligns with your achievements and contributions. Understand the criteria and submission requirement for each category to tailor your nomination accordingly.
- **Highlight Achievements and Impact:** Clearly articulate your accomplishments and emphasize the positive impact they have had on the leisure and entertainment industry. Back your claims with measurable results, statistics, and testimonials where requested.
- **Craft a Compelling Narrative:** Tell a compelling story about your journey, challenges overcome, and milestones achieved. Make your narrative engaging, concise (as per the word limits specified), and easy to follow. Judges appreciate entries that are well-written and effectively convey the nominee's unique story.
- Showcase Innovation and Creativity: Demonstrate how your initiatives, projects, or contributions showcase innovation and creativity within the industry. Highlight any groundbreaking ideas, technologies, or strategies that set you apart.
- **Provide Supporting Materials:** Include relevant supporting materials such as images, videos, testimonials, ranking links that strengthen your nomination. These can significantly enhance the judges' understanding of your work.
- **Thorough Proofreading:** Before finalizing your submission, thoroughly proofread your entry to ensure clarity, coherence, and correct grammar. A well-presented nomination reflects professionalism and attention to detail.
- Meet Submission & Payment Deadlines: Be mindful of the submission and payment deadlines and ensure all required materials are submitted on time. Late entries may not be considered, so plan well to avoid any last-minute rush.

