



2021 ICT Active Equipment Design Award

Nomination Form

These Awards seek to recognise professionalism in the Design of a Technology based project.

The scope of this award is for the design of an Active Equipment Project (AV, Security, Nurse call, etc.) only and must be for a project that has been designed between January 1st 2020 through to July 31st 2021.

It is open to BICSI members either as an individual or a company that have been a key contributor to a project in either construction, management, or design. BICSI encourages joint applications that include input and support from all project stakeholders.

The BICSI South Pacific 2021 Awards Dinner is scheduled to be held on Tuesday 21st September at the BICSI South Pacific Australian Conference at the Hyatt Regency Hotel in Sydney. However, given uncertainty of COVID-19 restrictions in Australia, the conference is subject to rescheduling to a later, safer date. If that were to occur, the Awards event will be held virtually on 21st September to ensure the finalists and winners of each category are recognised and celebrated. BICSI South Pacific is constantly monitoring government communiques and liaising with the venue to keep up to date with any restrictions that may impact the BICSI 2021 South Pacific conference and/or Awards Dinner.

Should this Nomination be selected as one of the three finalists for a category, it is desirable that the applicant or nominated party be present at the BICSI South Pacific Awards Dinner Night on 21st September at the Hyatt Regency Hotel in Sydney. Travel to and from the event is not covered by BICSI, however the three finalists for each category will be entitled to a free Awards Dinner ticket.

The purpose on this guide sheet is to aid in the response to the questions relevant to this category only – if entering in multiple categories, please use the guide sheet for each category separately.

This form contains guidance on the following sections of the webform:

- Project Description
- Commercial Factors
- Technology and Innovation
- Quality
- Management
- Training

All other sections should be filled out as per the requirements on the webform.

Project Description

Provide up to a 100-word description per bullet point for each of the below for the project.

- Describe the brief received from the client (e.g. Specific instructions);
- Technical challenges or unique circumstances that were faced on this project;
- Details on the major employee contributions throughout the project;

Commercial Factors

Provide an overview on how the company executed superior commercial and design skills to ensure the project is to be both successful and profitable.

Examples could include:

- How project goals were defined and scheduled;
- Utilisation of new software, Standards or methods not previously used before;
- Project progress monitoring;
- Efficient problem resolution.

Technology and Innovation

Provide details of new products, in-house design applications or processes and/or new emerging technologies used and the application of trade experience, knowledge and skills, in a way that enhanced the project. Examples could include:

- Components and design aspects.
- Any difficulties (e.g. site access, environmental, client requirements) and how overcome (e.g. through planning, application of knowledge, project management or technical innovation).
- The development of new products, applications or processes and/or new and emerging technologies or innovative alternatives e.g. features, practice or supplies to save time, money or create a more aesthetically appealing or better result using alternative methods for installation.
- Co-ordination of services.
- Advantages of the new system.

Quality

Provide details of the quality procedures used by the company and how this has enhanced the result. Examples could include:

- Co-ordination of project
- Plans and system of procedures to accomplish the task (e.g. system of documentation for verification and site inspections)

Management

Provide details on the company's best practice, working to schedule, co-ordination with other services and associated off-site activities.

Examples could include:

- Team meetings;
- Reporting mechanisms;
- Time management and scheduling;
- Critical activities identification and target dates;
- Management tools (e.g. software);
- Practical completion dates.

Training

Provide details on the company's commitment to training staff at all levels of the company, or involvement in industry training, which exceed normal expectation of employers.

Examples could include:

- Company personnel up-skilling/cross-skilling (e.g. in-house and product specific)
- Any specific training undertaken to meet the requirements of the project

The close date for submissions is midnight AEST 31 July 2021

To complete your submission:

Please provide material to support your application. As a minimum, all applications should include:

- At least 10 HD photos covering site establishment, project progress and project completion (if the project has not been completed or still in construction or development phase and photos can't be submitted, please provide details drawings and/or schematics to demonstrate the scope and function of your design);
- Client testimonials; and
- Final specification.

Other things you might like to include (but are not essential) could be:

- Staff, supplier, contractor or third-party testimonials;
- Test results;
- Company Profile;
- Any media coverage; and
- Video of project.

Installation Awards Check list:

Check	Item
	Completed Applicant's details
	Completed Project details
	Completed 8 'Professionalism' questions
	Attached 10 (min) photos of project
	Attached client testimonial(s)
	Attached final specification
	Attached additional materials such as test results or video
	Authorisation completed (see below) and signed by yourself and client

Authorisation:

By completing the online application, we authorise the publication of this project by BICSI South Pacific should we be successful in being shortlisted as one of the finalists for the BICSI 2021 Infrastructure Installation Awards.

It is desirable that some form of communication be included within the submission (letter or email) that states that the client provides consent for this Project to be in the public domain after the Awards Dinner.