BIOENERGY INNOVATION AWARDS 2018 ENTRY GUIDE

The Bioenergy Innovation Awards provides a key vehicle for the promotion of the Australian Bioenergy Industry achievements and work in Bioenergy both domestically and internationally. It provides an opportunity for members of Bioenergy Australia to receive recognition for their projects, leadership and innovations that support the ongoing development and growth of the industry in Australia.

The primary focus for the awards program is to raise the profile of the Industry with media, government, investors, energy providers and users. It is an annual program, with awards being presented at the National Conference each year.

This Entry Guide provides you with advice on all aspects of entering the Bioenergy Innovation Awards program. It is designed to help you submit a valid entry. Please note, entries that do not comply with all the entry requirements may be declared ineligible for judging.

If you require further information, please contact

Bioenergy Australia

carly@bioenergyaustralia.org.au

T. 0410 482 308
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1. INTRODUCTION

1.1 Eligible Entrants

Entry into the Bioenergy Innovation Awards is limited to a person, team or organisation where the bioenergy component is under the substantive control or direction of a person, who is a:

- Member of Bioenergy Australia (or has member endorsement)
- is an owner or formal licensee of the copyright in the work being entered.

Where the entrant does not own the copyright, the entry must be accompanied by a written agreement from the copyright holder stating that the work may be entered for an Award.

1.2 Eligible Projects

For project/output related submissions to be eligible for entry into the Bioenergy Innovation Awards, they must have at least reached practical completion and be in all other respects complete to the point of enabling proper assessment by the Jury, no later than April 2018.

If there are multiple stages to a project this should be identified within the Entry.

Any project based in Australia can enter even if it is owned or operated by an international company.

Projects are eligible to enter the Awards for an unlimited period and can be entered in multiple years if unsuccessful.

Projects may be entered and awarded in more than one Category and stages of projects can be entered if the scale or breadth of work is spanning a significant period and the project has identifiable milestones.

Bioenergy Australia may refuse an entry or remove it from consideration for an award if Bioenergy Australia believe that the entry:

- does not comply with the terms and conditions;
• is inappropriate, offensive, indecent or illegal;
• is a potential breach of a third party's copyright.

1.3 Authorship and Attribution

Entrants must provide accurate entry information and attribute all who contributed significantly to the authorship of the project. Any entry containing inaccurate information or incorrect attribution may be disqualified.

1.4 Copyright

By entering the Awards, you agree that you have met all copyright obligations and you agree to protect Bioenergy Australia against all claims resulting from your failure to do so. Copyright obligations may apply to the materials you submit with your Entry.

You are required to either own the copyright or obtain permission (a license) from the copyright owners to:

• Submit the project for consideration, and
• Allow Bioenergy Australia to use, reproduce or adapt the materials as needed.

By entering the awards, you agree that Bioenergy Australia will need to reproduce, exhibit, publish, and/or communicate the material and information you give about the project and adapt or use the materials and any portion of it.

1.5 Moral Rights and Your Entry

Moral rights obligations may apply to the materials you submit with your Entry.

Under moral rights provisions of copyright law, Entrants must ensure that they (or their organisation), are authorised to make the attribution(s) of authorship contained in the Entry. All materials submitted require an attribution. This attribution needs to include any persons requiring attribution of the materials.
1.6   Confidential Information

Please identify any confidential information in your submission to ensure this information will be disclosed to the relevant Jurors only. Copyright, moral rights and confidentiality create rights which may be legally pursued. You, as the entrant, are responsible for ensuring copyright, moral rights and confidentiality requirements are met before submitting your Entry.

1.8   Conflict of Interest

Jurors and their organisations are encouraged not to enter the Awards program in the year they are participating in the program.

Jurors must declare any perceived conflict of interest regarding an Entry. Refer to Jurors Guide for more clarification on what could constitute a conflict of interest.
2. ENTRY MATERIALS

2.1 Entering the Awards

Entries in all categories are made via the common entry process outlined below. The 2018 inaugural Bioenergy Innovation Awards will be a free entry process to encourage submissions.

2.2 Entry

Entry to the Awards is a 3-step process

Step 1 – Complete the online entry form which asks for the following information.

- Entrant Name
- Category
- Name of project/entry.
- Address of project/entry.
- Endorsing Member Name (if Entrant not a member)
- Client company (if applicable) which will be recognised on the Award certificate.
- Project team and any others to be attributed (if applicable) including consultants /collaborators or those who have authored earlier stages of the project. The project team will be recognised as “Collaborators” on the Award certificate.

Note: Ensure that all information and spelling is correct in your online entry as this exact information will appear in publications and on winners’ certificates.
Step 2 – Email carly@bioenergyaustralia.org.au A Dropbox link to a main folder titled with your Project Entry name and Category, with three subfolders (A, B and C) below:

A. A Statement of Achievement -
   - to include a sub-heading reiterating Entrant Name, Category, Entry Name
   - a maximum of 800 words that addresses the validity of the entry to the category, the contribution of the entry to raising the profile of Bioenergy in Australia and the entries achievements in any 2 of the criteria (see Judging Criteria Section 5) listed below.
   
   This is your opportunity to outline to the Jury how your entry meets the criteria It should not be a statement solely describing the project.

B. Images - with each entry you must submit a minimum of 1 image and a maximum of 7. Images can be of anything; for example, plans, illustrations, photographs etc. Images are not to include image montages (two images together). See section 2.3 for more information.

C. Optional Supporting Documentation - if applicable (for example planning report, policy document, online consultation link, video clip - max 5 minutes, P&L Statement, etc. Stakeholder testimonials may also be included (max 200 words)

Please email the link to your dropbox to carly@bioenergyaustralia.org.au

Step 3 – If applicable

- Client Agreement - signed client agreement form (See Appendices) to be retained by the entrant, not required to submit.

- If the submission is not being made by a Bioenergy Australia member than you are required to gain endorsement by a Bioenergy Australia member. This endorsement needs to be confirmed via an email from the endorsing member to Carly Wood carly@bioenergyaustralia.org.au before the submission cut-off date.
• Where the entrant does not own the copyright, the entry must be accompanied by a written agreement from the copyright holder stating that the work may be entered for an Award.

• Attribute all who contributed significantly to the authorship of the project that are not listed already listed in your online entry form.

2.3 Digital Images

To ensure your project is adequately documented, images should provide as much relevant information about your project as possible. Digital images will be used during the judging process and for promotional purposes by Bioenergy Australia.

A. ‘Hero’ image

One (1) ‘hero’ image must be submitted as part of your entry. This image may be used for promotional purposes both nationally and internationally by Bioenergy Australia and will also be used to inform Jurors about your project.

B. Supplementary images

Up to six (6) supplementary images may be submitted with your entry. Whilst these images may be used for promotional purposes both nationally and internationally by Bioenergy Australia, their primary intention is to inform Jurors about your project.

C. Image specifications

All images should meet the following criteria:

• File type to be JPEG or EPS,
• Image quality to be the maximum quality setting,
• Size of file to be a maximum of 8MB each
• RGB preferred (rather than CMYK),
• Landscape orientation preferred,
• Full bleed preferred,
• Minimum of 300dpi.

D. Image names

Images must be labeled in the following format 01-ABC, where:

01 is the image number

ABC is the project name

It is assumed that all necessary approvals by photographers/owners of images have been sought.

Images must be ordered as follows:

• The first image (numbered ‘01’) will be preferred over others, as the one that the entrant has nominated to represent the project and may be used for website and other publications. This image needs to be in landscape orientation and high resolution.

• The remaining images may be used for promotional material where the first image is deemed not appropriate. However, image number 01 will always be the preferred image used to represent the project in relevant promotional material.

3. STRUCTURE OF THE PROGRAM

3.1 Award Structure

One Bioenergy Australia Award is given per category with the ability for the jury to give Commendations

(A) Bioenergy Australia Award

The award is given to the work judged to be the most significant for the advancement of Bioenergy in each Category. There is only one winner of the Award in each Category in any year. Not every category will need to receive an award.
(B) Commendations
Commendations can be given by the jury in any category based on the juror's discretion. Rationale for commendations will be provided in the Jurors citation. More than 1 commendation in each category can be given.

Bioenergy Government Leadership Award

Awarded by the BA Chairperson to a Govt body or person within Government who has supported the development of the Bioenergy Industry via policy or any other means. This award is at the discretion of the BA Chairperson and may be given regardless of if a submission is received or not.

3.2 Awards Presentation

The presentation of Awards will coincide with the annual Bioenergy Australia Conference at an Awards evening.

4. AWARD CATEGORIES

4.1 Overview

Entries are encouraged regardless of size and budget.

Every entry must nominate one Category only in which the project is being entered.

If an entrant would like a project to be considered in more than one Category, the project will need to be entered in multiple Categories.

Juries may choose to consider projects in Categories other than the Category the project was originally entered in, subject to the following:

- the project must meet the entry requirements of the other Category;
- where the project is deemed not to meet the entry requirements for a Category in which it is entered, it may be removed from that Category and considered in one other Category, for which it does meet the entry requirements;
the project must not be considered in more Categories than it was originally entered in.

4.2 Categories

Bioenergy Australia Awards and Commendations will be considered in the following Categories:

Category 1: BIOENERGY INNOVATION AWARD – small scale
Best small-scale (<5million) bioenergy development (for example a technology, project, bioenergy device or application) that has achieved a major milestone in the last 3 years.

Bioenergy Australia Award: (year) Bioenergy Innovation Award – small scale

Category 2: BIOENERGY INNOVATION AWARD – large scale
Best large-scale (>6million) bioenergy development (for example a technology, project, bioenergy device or application) that has achieved a major milestone in the last 3 years.

Bioenergy Australia Award: (year) Bioenergy Innovation Award – large scale

Category 3: BIOENERGY COMMUNITY LEADERSHIP AWARD
For a community group that has been active in developing a bioenergy project or programme of installations in their area.

Bioenergy Australia Award: (year) Bioenergy Community Leadership Award

Category 4: BIOENERGY CORPORATE LEADERSHIP AWARD
For the company that’s demonstrated national leadership in the past 3 years to advance the Bioenergy Industry.

Bioenergy Australia Award: (year) Bioenergy Corporate Leadership Award
Category 5: BIOENERGY RESEARCH LEADERSHIP AWARD
For an organisation or individual that has shown strong commitment to research development for the Bioenergy Industry in Australia.

Bioenergy Australia Award: (year) Bioenergy Research Leadership Award

Category 6: BIOENERGY FUTURE LEADER AWARD
For an individual within the first 5 years of their career or study in renewable energy, who has already achieved success/impact and who has shown potential as a future leader in the Bioenergy industry.

Bioenergy Australia Award: (year) Bioenergy Future Leader Award

Category 7: BIOENERGY GOVERNMENT LEADERSHIP AWARD
Awarded by the BA Chairperson to a Govt body or person within Government who has supported the development of the Bioenergy Industry via policy or any other means.

Bioenergy Australia Award: (year) Bioenergy Government Leadership Award

5. JUDGING CRITERIA

5.1 Core Criteria
Judging for the Awards is a challenging process. The underlying driver will be the contribution the submission has made in raising the profile of Bioenergy in Australia (on a local and/or global scale). This is to be highlighted through (any of) 2 of the below criteria which is to be addressed in the Statement of Achievement (Section 2.2)

- Innovative thinking and Leadership
- Environmental outcomes (waste reduction, carbon emissions, etc)
- Economic development (regional jobs, industry development, etc)
- Commercial outcomes and potential (Profitability, Exportability)
• Research based Development
• Replicability and scale
• Operational Excellence

Jurors understand that an entry may not encompass all aspects of the Criteria. Entries should focus on the 2 areas of greatest achievement.

The criteria are of equal value and will be applied to all entries across all Categories. They are designed to provide prompts or indicators to assist entrants in explaining/assessing how a project may have achieved outputs worthy of recognition.

5.2 Jury Process

The Jury shortlists entries and may seek additional information from entrants or their stakeholders or undertake site visits. This will be determined on a case by case basis and you will be contacted by Bioenergy Australia should additional information be requested.

6. FEES

6.1 Fees

The fee per Entry in 2018 is Free for the inaugural year of the program. This will be reviewed in 2019.
7. APPENDICES

7.1 Client/ Owner Declaration of Consent

This is only applicable where the work submitted was being carried out for a client. The form needs to be completed, however it does not need to be submitted and gives Client consent that the project is being submitted into the Awards.
The Bioenergy Australia Innovation Awards

Declaration by/on behalf of Client/Owner

The Entrant is responsible for ensuring this is completed. This form should be retained by the Entrant as it may be required at a future date. Bioenergy Australia does not require this form to be submitted.

I support the submission of this project in the Bioenergy Australia Innovation Awards. I also agree to be the nominated person who may be contacted by the Jury if the project is short listed and further information is required.

Name: __________________________________________

Organisation: __________________________________________

Project Name: __________________________________________

Signature: ____________________________ Date: __________

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