



- 1.** We're conscious that organisational structures differ across businesses and sectors. To ensure we're judging like for like, CSIA might need to move a nomination to a more appropriate category. While we welcome your input, we reserve the right to have the final say.
- 2.** CSIA will promote the ASEAs both on its website and through mainstream media. By nominating, you agree to us promoting your organisation (or individuals within it) as a finalist and/or award winner.
- 3.** By nominating, you also agree to CSIA using your organisation's logo during and after the ASEAs event, in both electronic and print collateral.
- 4.** We're sensitive to the fact that our judges might be shown confidential or commercially sensitive material. All of our judges sign a confidentiality agreement as part of their role, but by nominating, you agree that you are ultimately responsible for the materials that you share.
- 5.** All nominations must be complete, with any supporting material provided, to be considered. If a nomination is incomplete, we will endeavour to contact you, but you acknowledge that it is your responsibility to provide a complete nomination. No fees will be reimbursed for incomplete nominations.
- 6.** While shortlisted finalists cannot pick judges, we're aware of the potential for conflicts of interest with our guest judges. We will ensure that there is no conflict of interest with the judges allocated to you.
- 7.** Referees will only be contacted when nominees are selected as finalists, and if required by the ASEAs Judging Committee.
- 8.** All fees must be paid in full for your organisation or individual to be considered as part of the ASEAs judging process.