

ENTRY PACKAGE INSTRUCTIONS

PROFESSIONAL AWARDS CATEGORY

Please read these instructions carefully to find out what data you will need to provide when submitting your Entry Package in the Professional Category, which includes the PMO Leader of the Year Award and the PMO Influencer of the Year Award.

You can also find in this document some tips that will prevent your submission from being pending adjustments or not being accepted.

If you have any inquiry, please contact pmoawards@pmoga.com.

Self-nomination or nomination by third parties (the Lead Nominator) are accepted in both awards of this category.

The only way to submit your Entry Package is through the pmoawards.org website. Click on the Enter menu item and select the category of your interest. On each category page you will find the button "Submit your Entry Package". Click on it to start the Entry Package submission process.

PMO LEADER OF THE YEAR AWARD

Part 1 - About the Nominee

- Submitted by: (The Nominee/Self Nomination) or the Lead Nominator (Third party)
- First Name
- Last Name
- Job Title
- Phone Number
- Corporate email
- Personal email
- Personal LinkedIn Profile (url)
- Age
- PMO Leadership Experience in Years
- Number of Years Leading the PMO in the current organisation
- Nominee's Photo (High definition file and .png or .jpg format are required)

Part 2 - About the Nominee's Organisation

- Organisation Name
- Industry
- City
- Country
- Website (url)
- Corporate LinkedIn Profile (url)
- Organisation's Logo (High quality files and .png format are required)

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Part 3 - About the Lead Nominator (available only when submitted by the Lead Nominator)

- First Name
- Last Name
- Job Title
- Phone Number
- Corporate email
- Personal email
- Personal LinkedIn Profile (url)
- Lead Nominator Photo (High definition file and .png or .jpg format are required)

Part 4 - About the Nominee's PMO

- PMO Type (Enterprise, Departmental, Project)
- Years of Existence
- Subordinated to
- PMO Headcount

PMO INFLUENCER OF THE YEAR AWARD

Part 1 - About the Nominee

- Submitted by: (The Nominee/Self Nomination) or the Lead Nominator (Third party)
- First Name
- Last Name
- Organisation
- Job Title
- Phone Number
- Corporate email
- Personal email
- Personal LinkedIn Profile (url)
- Age
- Nominee's Photo (High definition file and .png or .jpg format are required)

Part 2 - About the Lead Nominator (available only when submitted by the Lead Nominator)

- First Name
- Last Name
- Job Title
- Phone Number
- Corporate email
- Personal email
- Personal LinkedIn Profile (url)
- Lead Nominator Photo (High definition file and .png or .jpg format are required)

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TIPS:

- It is important that you indicate the full url for the Nominee's and Lead Nominator's LinkedIn profile so that we can tag your organisation and the Lead Nominator as we post news on the social network.
- One of the main reasons why Entry Packages are not accepted is because of poor quality images or out of the required format.
It is required that you submit photos of the Nominee and the Leader Nominator in .PNG or .JPG formats, and high quality (1,024 X 1,024, for example). The individuals should be framed in their photos as the following drawing, on a white background.



- Be sure that the email addresses were entered correctly. It is very important that you enter personal emails (Gmail, Yahoo, etc.) as secondary emails, as it is not uncommon for us to have difficulty communicating with Nominees and Lead Nominators using their corporate emails due to restrictions on their organisation's email servers.
- Check the summary carefully before submitting your Entry Package.
- After submitting the Entry Package, a confirmation message will be sent to the Nominee's and Lead Nominator's Corporate email addresses. Please check these mailboxes, spam boxes, and if that messages can't be found, please contact pmoawards@pmoga.com.
- Within seven days the Nominee and Lead Nominator will receive a message from the Organising Committee confirming the acceptance of your Entry Package and providing further instructions.