

ENTRY PACKAGE INSTRUCTIONS

WORLD AND INDUSTRY AWARDS CATEGORIES

Please read these instructions carefully to find out what data you will need to provide when submitting your Entry Package in the World or Industry Awards Categories, as well as some tips that will prevented your submission from being pending adjustments or not being accepted.

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

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.

Part 1 - About the Organisation

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

Part 2 - About 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 3 - About the PMO

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

ENTRY PACKAGE INSTRUCTIONS

TIPS:

- It is important that you indicate the full url for the organization's LinkedIn profile and the Lead Nominator's 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.
We recommend you submit two logos of your organisation, one file with the logo that should be used on a light background and, if any, a second file with the logo that should be used on a dark background. It is very important that these files are in .PNG format, with transparent background, and high quality (1,024 X 1,024, for example), otherwise the quality of your brand presentation may be compromised.
- The photo of the Lead Nominator must also be of high quality and must be submitted in .PNG or .JPG format. The Lead Nominator should be framed in the photo as the following drawing, on a white background.



- Be sure that the email addresses were entered correctly. It is very important that you enter your personal email (Gmail, Yahoo, etc.) as a secondary email, as it is not uncommon for us to have difficulty communicating with Lead Nominators in their corporate emails due to restrictions on their organisation's email servers.
- The Lead Nominator's Corporate email must be in the same domain as the organisation. Submissions will not be accepted if the Lead Nominator does not have an email address in the organisation's domain.
Example:
Organization: ABC Company.
Website: www.abacompany.com
Lead Nominator: John Doe, PMO Leader
Corporate Email: john.doe@abccompany.com
- Check the summary carefully before submitting your Entry Package.
- After submitting the Entry Package, a confirmation message will be sent to your Corporate email address. Please check your mailbox, your spam box, and if you cant find that message, please contact pmoawards@pmoga.com.
- Within seven days you will receive a message from the Organising Committee confirming the acceptance of your Entry Package and providing further instructions.