



## 2024 Teletrac Navman Technology, Maintenance and Safety Awards

### Guideline Notes

Thank you for your interest in the 2024 Teletrac Navman Technology, Maintenance and Safety Awards

Please read through these guidance notes before completing your entry form.

Please complete the form provided and ensure you submit any additional documents by the closing date for entries at **11:59 p.m. on Friday 16<sup>th</sup> February 2024**. You can enter multiple award categories but must complete a separate entry form for each award you enter.

### Completing the entry form

#### 1. Contact details

Please provide the contact details of the person submitting the award entry. Please include a daytime phone number and email address so that the relevant person can be contacted if there are any questions about the entry.

#### 2. About your place of work

Please provide the company name of where you work and their main type of business.

#### 3. Award categories

Categories are listed below, together with some notes on what judges are looking for from successful entries.

##### *Technology Award*

Recognising a company or entrepreneur who has a technological solution or product that enhances the future of our industry.

Judges will want to see a technological solution that is new and different or an improved version, that can improve productivity and/or sustainability.

##### *Maintenance Award*

Recognising a most outstanding technician who is dedicated to continuous improvement.

Judges will be looking for attention to detail, with a great work ethic, and have a positive approach to workplace safety.

##### *Safety Award*

Recognising the company or individual with a safety initiative promoting safety or health and well-being.

Judges will be looking for a solution, initiative/s, or innovative product, that has a positive effect on worker wellbeing and supports safety and well-being for the industry.

Across all categories, judges will be considering whether the product, programme, or initiative is described clearly and succinctly, and how comprehensive, and far-reaching it is.

Consideration will be given to the level of thought and detail that has gone into the entry, within the word limitations of course.



#### 4. Your Awards entry

Please take care to ensure that you do not exceed the word limit for each question. **Any information over and above the word limit cannot be considered due to the volume of entries.**

#### *General points*

Write your entry as though your product, programme, or initiative is new to the judges reading it. Use plain English and avoid jargon – those judging the entries need to understand exactly what it is you are doing.

Information required	Guidance	Word count
General company background	Please provide some general background on your company and its activities. This information will be sent to the judges along with the specific category they are judging.	Max 300 words but 300 words are not required.
<b>Briefly describe the product, programme, initiative, or the reason for the individual nomination.</b>	Be specific about what the initiative, programme involves, or what the product is, and be clear about why it is needed. Or the specific reasons	Max 300 words but 300 words are not required.
If this is further development, how is it different or an improvement on what has been done previously? <b>OR</b> If it is new, how is what you are doing innovative, new, or different for your company and/or industry? <b>OR</b> Why have you nominated the individual?	Please demonstrate how the initiative, programme, or product has changed and why these improvements were made. Explain how your initiative, product, or programme is innovative. You can include details about why it has been introduced, what you hoped to achieve, how your initiative/product/programme is different from what your competitors do, or how it is based on the latest research or thinking.	Max 100 words but 100 words are not required.
<b>Tangible results</b>	Demonstrate how effective the initiative, product, programme, or nominee has been in achieving the award criteria described under the award categories.	Max 300 words but 300 words are not required.



# Awards Guide Notes

## Additional information

You may submit additional supporting information of **up to two sides of A4** for each award you enter. This could include evidence to support your entry such as sections of reports or research, graphs showing your results, letters from your customers describing how effective your initiative/product/service has been, or photographs and short video content (no longer than two minutes).

This information must indicate your company name and the award entry for which the additional information supports. If the same supporting information applies across all categories entered, then only two sides should be provided.

Unfortunately, any information over and above two sides of A4 cannot be considered due to the volume of entries.

## Submitting your entry

Please submit your award entries via email to [info@trucking.nz](mailto:info@trucking.nz). The deadline for submissions is **11:59 pm on Friday 16<sup>th</sup> February 2024**. Please ensure your submission includes the following:

- Completed entry forms for each award you would like to be considered for
- Any supporting information you would like to be considered as part of your entry.

We will acknowledge receipt of all entries within two working days of receiving them. If you do not receive confirmation, please call us at +64 0800 338 338 to confirm we have received the information.

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