



Awarding and Celebrating Excellence in Scotland

Award Nomination Guidelines

8th Annual Conference and Award for Executive Secretaries and Administrators

Wednesday 3rd June 2015 Glasgow, Grand Central Hotel

This award aims to recognise the hard work and dedication of a PA or EA who continually strives for excellence and goes beyond the call of duty within their position.

We want to hear from a wide range of entrants from all different sectors and expertise. Your nomination should include examples of outstanding work and proven results.

Entry is free and you can nominate yourself or somebody else.

Nominees will have excelled in one or more of the following areas:

Key skill areas for nominee

1. Dedication
2. Excellence in field
3. Professional approach
4. Effective partnership working
5. Efficient and organised
6. Outstanding communication skills

Who can enter?

Entry is free and open to all Personal Assistants, Executive Secretaries and office professionals working in Scotland. You can nominate your PA or EA, a colleague or yourself.

How to enter

Simply complete the attached entry form and return the form by email to: awall@mackayhannah.com

Complete contact details must be provided and entry details must be no more than 200 words long.

Entry deadline

Entries must be received by no later than the **27th April 2015**.

When will the winner be decided?

The winner is decided by delegates attending the event. On the day a shortlist of nominees will be announced and attendees are invited to participate in a live electronic vote, with the winner announced immediately.

Rules

Entries must be completed using the official entry form.

Entries must be received by the **27th April 2015**.

Shortlist decision is final.

Entries must be no longer than 200 words.

Advice

If you need any advice about the event or assistance with the nomination process, please call Anna on 0131 556 1500 or email awall@mackayhannah.com



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Award Nomination Form

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Please send completed form by email to: awall@mackayhannah.com If you have any questions about nominations, **call us on:** 0131 556 1500

Data Protection

By completing the entry form you agree to MacKay Hannah Ltd holding and using your details to tell you about any future events that we feel may be of interest to you.

Please confirm that you consent to this by ticking the box.

MacKay Hannah Ltd may also pass on your information to other reputable organisations who we believe may wish to contact you regarding events or services which may be of interest to you. Please confirm that you consent to this by ticking the box.

Your details

Name:			
Organisation:			
Address: (incl postcode)			
Fax:			
Tel:		Email:	

Award Nomination Details

Name:			
Organisation:			
Address: (incl postcode)			
Fax:			
Tel:		Email:	

Please tell us why this person should win the ACES PA of the Year Award 2015 (in no more than 200 words)

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