

In Association With

**fino**INTERNATIONAL  
Interior Finishing Contractors**Hotelier** Middle East**A W A R D S**  
**2008**

# NOMINATION GUIDELINES

Please read the following guidelines to obtain a clear understanding of the nomination procedure for the Hotelier Middle East Awards 2008. There have been several changes made to the nomination

## Submitting your nominations

- Read the 'Categories of Awards' page on the awards website to ensure you are nominating in the correct category.
- Download the nomination form from the 'Submit Nominations' page on the awards website.
- Fill out the nomination form, following the directions for each section. Incomplete forms will not be accepted as valid submissions.

## Things to remember

- All nominations must be submitted via the **hotelier@itp.com** email address. You will be sent an email confirming that your nomination has been received. Only electronic submissions will be accepted.
- Only one nomination per person per award will be accepted. Additional entries will be rejected.
- Nominations must be written in English.
- Nominations must be clearly and succinctly written, and remain within the submission guidelines described herein.
- Nominations should deal in grounded and supported statements with supporting facts and figures.
- Nominations should be for current employees of the property.
- *Hotelier Middle East* shall have the right to verify the information provided in each submission if required. Nominations must include contact details for nominator and nominee to facilitate this.

process this year in order to assist judges in making their decision and ensure the event runs smoothly. Please note that any nominations that do not follow the guidelines below **will not be accepted**.

- Nomination forms must be submitted in Rich Text Format (.RTF). Supporting documents can be in any common electronic format.
- Nominations (nomination form, plus up to TWO supporting documents) can be emailed to **hotelier@itp.com**.
- Please submit only ONE nomination per email.
- Nominations must be received by Thursday, October 16. Late submissions will not be accepted.
- Nominations will be accepted in good faith and, notwithstanding any attempts to verify claims made in nominations, will be treated as true and accurate.
- Submission of a nomination form indicates acceptance of the conditions of entry.
- In the event of any disputes or issues the decision made by the senior editor of *Hotelier Middle East* shall be deemed final. The organisers will not be obliged to justify their decisions or enter into any correspondence.
- Nominations will be circulated to the judging panel. It may also be used in *Hotelier Middle East* – in print, online or both.
- All nominees who reach the shortlist for an awards category must be available on the night of the awards.
- Nominators will be notified if the nominee has been short-listed. It is the responsibility of the nominator to ensure this information is passed on to the nominee.
- **Good luck!**



**In order to help you prepare your nominations, here are some examples from last year's winning nominations that impressed the judges:**

**"If I want to describe Tess with one word, it would be the 'Godmother' of the Accounting Department."**

From the nomination for Accounts Person of the Year winner Tess Victoria

**"I have been working with the hospitality industry for last 12 years and in this tenure of mine I have worked with number of general managers, technical directors, director of engineering and chief engineers, but I am yet to come across a more complete and in a way '100 % hotelier' like Mr. Tyrone."**

From the nomination for Hotelier's Unsung Hero of the Year winner Tyrone Sinnamon

**"So far this year turnover has decreased from 17.9% in 2006 to 11.2%; 106 employees have been transferred or promoted; 12 employees have been promoted to management level and 23 employees have been transferred and/or promoted to other Ritz-Carlton properties."**

From the nomination for HR Person of the Year winner Maria Elkaer Hansen

**"Never one to ignore a media request, or delay the delivery of information, Nettleton has become a reliable source for many journalists which in turn has secured Mövenpick Hotels and Resort's input in key destination features and industry editorial pieces."**

From the nomination for PR and Marketing Person of the Year winner Elaine Nettleton

**"This year, Francisco was named general manager of the year for the Renaissance brand comprising more than 135 participating Renaissance hotels internationally at the Marriott International GM's conference held in San Francisco. He also received the sales leadership of the year award."**

From the nomination for General Manager of the Year winner Francisco Giles

