

NEON AWARDS 2020



GUIDE: HOW TO SUBMIT A SUCCESSFUL NOMINATION

Most nominees for a NEON Award are truly deserving. Sometimes, however, their nomination submissions do not highlight the projects, institution or person's work in a way that makes their accomplishments clear to the judging panel. To help you write a more successful nomination submission, NEON has compiled the following tips for nominators.

1. Read the criteria for each award carefully. Is your project, institution or person right for the award? Criteria and required components for all NEON Awards can be found [here](#).
2. Ensure submissions address the specific criteria for the Award. All nomination submissions should explicitly explain the importance of the project, institution or person accomplishments relevant to the award.
3. Give a complete overview of the project, institution or person. Emphasise the unique elements of their accomplishments that makes your nomination stand out from others such as the achievements and the impacts they have made.





4. Submit a concise, well-written nomination. Follow the nomination requirements for format and length. In your submission, avoid cliché generalities (“I know of no one else more deserving of this award”) in favour of specifics about the nominee.

5. Solicit strong support from others that will strengthen the nomination. Present the supporting evidence in the submission in a way that informs the judging panel about the project, person or institution.

6. If at first you don’t succeed, resubmit! The pool of nominations can be competitive. As long as your nominee meets the criteria, review and update the submission for the following year and resubmit.

Tailoring your nomination

Tailoring your nomination to the specific goals of the award is one way to make your nominee stand out. Be sure to focus on the impact, creativity, depth and breadth of the project, person or institution rather than quantitative metrics and biographical facts.

Support each criterion with evidence and emphasise service to NEON, the widening access community and contribution to education, which can be important tie breakers.

TO TAKE PART



For more information and to take part in the 2020 NEON Awards, go to:

www.educationopportunities.co.uk/neon-events/neon-awards/