

2021 BUSINESS EXCELLENCE AWARDS GALA

Timeline

- Nominations open on **Wednesday, September 23, 2020**
- Nominations close on **Friday, October 30, 2020**
- Nominees must accept their nomination(s) by **Friday, November 13, 2020**
- Nominees have until **11:59pm EST on Friday, December 18, 2020** to complete and submit their award kit
- Nominees will be announced by **Wednesday, December 23, 2020**
- The (virtual) Business Excellence Awards Gala will be held on **Thursday, February 18, 2021** at which time, all award winners will be announced. Award winners are not notified prior to this date.

**The entire nomination process is done electronically through the Blitzen platform. Email, phone, or written nominations and kits won't be accepted. As per the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), if you require assistance or accommodation with the nomination or submission process, please contact events@greaterkwchamber.com or call (519) 749-6052 so we can assist you.*

Nominations

When nominations open, a business/organization can make a nomination online, accessed through the GreaterKWChamber.com website. When a business has been nominated, they receive an email notification. At that time, the business can choose to accept or decline the nomination. After accepting the nomination, the nominee will be required to complete a Nominee Submission Kit by the deadline (**Friday, December 18, 2020**) to vie for/be considered for an award. All Nominee Submission Kits are submitted to vetting as-is, and no exceptions will be made for late acceptances. Only those nominees who submit a kit will be recognized as official Award Nominees (by **Wednesday, December 23, 2020**).

Judging

Once Nominee Submission Kits are completed (**Friday, December 18, 2020**), they are immediately submitted into the vetting process. Nominee Submission Kits are initially reviewed by a volunteer committee. The committee then presents to the judging panel, at which time, the panel of judges will determine a winner after further review of the kits and under the direction/recommendation of the committee. The judges' decision is final. Results are not shared until the award ceremony (**Thursday, February 18, 2020**).

Policies

1. All businesses nominated for an award must be a member in good standing with the Greater Kitchener Waterloo Chamber of Commerce. Nominated businesses who are not yet Chamber Members who wish to still be nominated, can become a member by the date that submission kits are due (**December 18, 2020**).
2. Businesses may be nominated in a maximum of 2 categories each year. They can choose which 2 categories they would like to accept their nomination in. An exception is made in the Young Professional of the Year Award category, as it's the individual being nominated, not the business/organization itself.
3. Businesses must accept their nomination(s) by the deadline indicated (**November 13, 2020**), and then complete their Submission Kit (**by December 18, 2020**) to be considered as a Nominee in that category. A separate acceptance and Submission Kit are required for each nomination/category. Exceptions won't be made for late submissions.
4. After winning an award in a specific category, a business must wait 2 full years before being able to be nominated in that category again (they are welcome to be nominated in other categories during those 2 years).
5. To meet the timing criteria of an award category (i.e. – New Business of the Year where the criteria states that the business must be in operation for less than 2 years), dates and timelines are based on the Nomination Close Date (**Friday, October 30, 2020**).
6. The Greater Kitchener Waterloo Chamber of Commerce holds no responsibility for incorrect emails or contact information submitted via the nomination form.
7. Elected officials who are nominated should represent a business or company, separate from a municipality.
8. Chamber Staff are not permitted to write recommendation/reference letters for Nominee Submission Kits. Chamber Board Members ARE permitted to write recommendation/reference letters, so long as they are not on the nomination committee or judging panel, and as long as the recommendation/reference is based on a personal or professional experience not directly related to the Chamber and/or the Board.