



Associate Member Excellence Award Category Criteria and Entry Information

Entry Form Deadline: Friday 8 December 2017

Submission Deadline: Friday 15 December 2017

The RTPI Awards for Planning Excellence are the most established and respected awards in the planning industry, and continue to champion very best examples of planning in our society. The awards aim to:

- Demonstrate the positive and critical role planning and planners play in place-making
- Promote the art and science of planning for the benefit of the public
- Demonstrate the positive impact planning has on our quality of life
- Celebrate professional expertise
- Disseminate new models of working and examples of best practice

Being shortlisted or winning these prestigious awards is a clear demonstration of the quality of your work. All shortlisted and winning entrants will be provided with an RTPI Awards for Planning Excellence logo, which can be used on your own website, email, social media and promotional materials. The awards are judged by a team of respected planning professionals.

Associate Member Excellence Award

After extensive review RTPI has decided to recognise members who go “above and beyond” in their work in the planning profession, or in the work they do to support or promote the art and science planning, or in promoting or supporting the work of the Royal Town Planning Institute.

This award will focus each year on one of the following member categories: Associate and Legal Associate Member, RTPI Member Volunteer, Sole Trader/Independent Planning Consultant and International Member. In 2018 we are launching this special award focussing on our Associate or Legal Associate members.

The category is designed to recognise the work of the RTPI’s Associate and Legal Associate members – those who are working in planning related disciplines, planning law, or working towards chartered membership. You can just have joined the Institute or can have been a member for years.

Judging criteria

Submissions should be a 500 word citation outlining the following:

- The work of the member
- References of their professional achievements and the impact of their work
- Can demonstrate how they have supported the RTPI
- What they do to promote the planning profession across related disciplines and to a wider audience.

Please ensure your submission also includes both a 25 word and a 100 word overview of the entrant (in addition to the 500 word submission). Should you be shortlisted, these overviews will be used across the Awards’ marketing and publicity.

For help with your submission, please view our ‘How to Win’ guide [here](#).

How to enter

1. Complete the entry form on our website by **Friday 8 December 2017**.
2. Create your 500 word submission addressing all of the questions set out in the judging criteria above, and meeting the word limits as listed.
3. Send your 500 word submission and high resolution headshot to awards@rtpi.org.uk by **4:00pm (GMT) Friday 15 December 2017**.

We will acknowledge receipt of all hard copy entries by close of play Monday 18th December.

[Click here for the online entry form](#)

Terms and Conditions

- Full submission received by the RTPI by Friday 15 December 2017.
- Without both the electronic entry form and the full submission the entry will not be counted.
- The RTPI are not responsible for any lost or late entries. We suggest you send postal entries recorded delivery. We will confirm receipt of all entries by close of play on the 18 December.
- Should your submission be shortlisted, the entrant is required to attend the Awards Ceremony on the evening of Thursday 24 May 2018 at Milton Court in Central London.
- The RTPI reserves the right to use any images and logos you submit, for promotional purposes.
- The RTPI reserves the right to share entrant details with our member magazine *The Planner*.
- An entry will presume that there are no restrictions or fees payable for the reproduction of the photographs or any other submission materials
- The RTPI retains permission to publish all submitted material and particulars of successful entries, including the judges' reports. This may include online and print publication, and successful entrants may be offered other promotional opportunities. Winning and shortlisted entries may feature as case studies in future RTPI work demonstrating best practice and the value of planning.
- Submitted material will be retained by the RTPI and will not be returned. The RTPI cannot accept any responsibility for submissions that are late, lost, mislaid or damaged by delivery companies.
- The Royal Town Planning Institute is not liable for any costs you incur submitting this entry.
- The decisions of the judging panel are final and no correspondence will be entered into before or after the event.

Judging process

The judges will review all entries received from candidates and determine a shortlist. Up to seven candidates will then be shortlisted and profiles taken from their entry submission will be published on the RTPI's website. The shortlisted candidates will be invited to an interview in London on 24 February 2017 with our panel of judges, who will decide on the overall winner.

Presentation

The winners of the RTPI Awards for Planning Excellence 2016 will be announced at a presentation to be held at Milton Court in Central London on the evening of Thursday 15th June 2017

All entrants will be invited to book places at the Awards presentation, but attendance is dependent on receiving a booking confirmation.

Contact us

If you have any questions about entering the RTPI Awards for Planning Excellence, please contact awards@rtpi.org.uk or 020 7929 9457.