



EMPA Awards for Excellence in Emergency Communication

The submission form has been designed to help make applying as fast and as easy as possible.

After a brief summary of the criteria and declaration of authority, the entry form is divided into three sections.

Section 1. Entrant Information

As well as the title of your entry, this section records the contact information for the primary submitter.

Section 2. Nomination

Nomination of an entry can be made on behalf of an individual, a team or an organisation.

If nominating a team or organisation, a list of all members can be provided so that all contributors can be recognised.

You are asked to nominate a single category to which to submit your entry (individual criteria on each category can be found on the Awards webpage, the initial page of the submission form, and linked below):

- [Emergency communications – Readiness and Resilience](#)
- [Emergency communications – Response](#)
- [Emergency communications – Recovery](#)
- [Research](#)
- [Media](#)
- [Community Engagement](#)

Section 3. Entry submission

- *Dates of the project/event*

Be as specific as possible. If project is ongoing, only list the start date.

- *Overview of the project/event*

Intended to stand as a summary of your entry, the overview should include all pertinent dates, stakeholders, relevant groups, and aims. Refer to the category criteria for recommended inclusions. Recommended 300-500 words.

- *List the outcomes and/or outputs*

This section will present the substantive details of your entry. An extension of the overview, any aims or issues raised in your initial summary should be addressed here. Recommended 300-700 words.



- *Feedback from target groups, if applicable (optional)*

Providing direct feedback (in the form of transcribed emails, social media comments, and/or statistical figures) is a great way of supporting the above outcomes/outputs. Recommended less than 500 words.

- *Outline how your project aligns with the EMPA Principles, relevant to your selected category. (Summary of EMPA Principles - empanz.empa.org.au/awards/empa-principles)*

A key element of all entries is to demonstrate an understanding of and relevance to the EMPA Principles of communication in disaster & emergency. As many or as few of the principles can be addressed depending on how appropriate you feel they are to your entry. Recommended 200-300 words per Principle.

- *Upload your supporting information (max. 5 files - optional)*

The substantive material towards your submission should be provided within the previous sections. However, you may wish to provide supplementary documentation to support your application. Attachments are limited to five individual documents. Suggestions for uploads include:

- Detailed timeline of events/project
- Comms/marketing material produced
- Summary of research
- List of resources/references used (*for Research category*)
- Video and/or audio recordings

General guidelines & recommendations

- The substantive material towards your submission should be provided within the form fields. Attachments should be used for supplementary material only.
- It is recommended that you use this guide to draft your entry offline prior to submission. Please ensure any text formatting is applied only within the form fields to mitigate translation errors.
- If kept within the recommended lengths of each field, full entries should be no more than five pages long (when transcribed in a word document).
- EMPA may choose to partially/fully publish your submission on the Awards website. Please ensure that you are happy for any inclusion to be made publicly available.