

ITI Awards 2022



Entry form: Best newcomer – freelancing

Introduction

We are delighted that you have decided to enter for this award. In addition to the summary of rules on this page, please pay close attention to the guidance on the form itself (overleaf) and additional information available on the Awards web page.

If you have any queries, please do not hesitate to contact awards@iti.org.uk

Good luck!

Awards Team

Why enter:

- Gain recognition for your achievements – or those of a peer, colleague or student
- £50 Amazon Voucher
- Independent verification of skills and commitment for clients, employers, recruiters and colleagues
- Stand out in a competitive market
- Right to use the ITI Award Winner logo
- Benchmark achievements against those of others

Summary of rules

- 1) Entries must be submitted by **15 February 2022**.
- 2) The achievements to which entries relate must have taken place between 1 January 2021 and 31 December 2021.
- 3) ITI members (all categories) are eligible to enter or be entered for all awards. In addition, non-members may enter for the Student research category and be entered for the Outreach Champion category. Non-members may also enter or be entered for the best performance on a translation and interpreting assignment categories *if the assignment was undertaken for an ITI corporate member*.
- 4) You may enter an award for yourself or someone else. When entering an award on behalf of someone else, please ensure you have their permission.
- 5) Please ensure all details on the form are correct. We cannot accept changes after submission.
- 6) Achievements should not contravene recognised professional standards and ethical conduct.
- 7) Entries are accepted at the judging committee's discretion. Please ensure you have supplied all material requested, and adhere to the word count. You may provide additional supporting information (e.g. client comments, statistics, press releases), but avoid supplying a large number of additional pages. Judges are not in a position to read books or other substantial documents.
- 8) No liability for undelivered or lost entries will be accepted by Awards organisers.
- 9) Winners will be notified in spring 2022. The judges' decision is final and no correspondence will be entered into. We cannot provide individual feedback to entrants on their entries.
- 10) It is planned that an awards presentation event will take place at the Gala dinner at the 2022 ITI Conference.
- 11) Entry for an award will be deemed as confirmation that winners are happy for their achievement to be publicised via ITI channels, and for case studies and other related material to be promoted when appropriate.
- 12) Judges reserve the right not to make an award in any category.



Entry form: Best newcomer – freelancing

This award recognises outstanding achievement in laying solid career foundations and progressing towards the next career level.

Eligibility: ITI members who have been working as freelancers for two years or less on 31 December 2021.

1) Contact details

Please complete the following information:

(*If you are entering on behalf of someone else, please ensure they are aware you are submitting this entry)

Contact name*:

Contact address:

Telephone:

Email:

Name of the nominated person as it should appear on a winner's certificate:

2) What we are looking for – judging criteria

Provide the following information on a separate sheet.

These are maximum word counts. Feel free to write less if this gets across all the key points.

Brief summary of the achievements (50 words)

Outline of freelance career to date: when and why they started, how they have developed in the role, challenges, landmark achievements (500 words)

Commitment to developing professional knowledge – e.g. translation/interpreting, business skills, keeping up to date with sector developments (400 words)

How they have developed client and other important business relationships (300 words)

Commitment to high-quality and proactive service delivery: attaining and maintaining high professional standards, developing systems for smooth client relationships (200 words)

Promoting the business: marketing - e.g. social media, email/telephone marketing, business networking (200 words)

Now email your entry form along with the requested information and any supporting material to awards@iti.org.uk before entries close on 15th February 2022.