

Nomination Form: Frequently asked questions (FAQs)

Q: Can I nominate myself?

A: Yes, self-nominations are welcome. You will be asked if you are nominating yourself or someone else in the Nomination Form.

Q: Can I submit more than one nomination?

A: Yes, you can submit as many nominations as you like, but they must all be for different individuals, teams or organisations.

Q: Can I nominate an individual and team from the same organisation?

A: Yes, but only through separate nominations. You will be asked if you are nominating an individual, team or organisation in the Nomination Form.

Q: I nominated an individual/team/organisation as part of the 2019 awards, but they were not shortlisted as a finalist. Can I nominate them again for this year's awards?

A: Yes, you can nominate the same individual/team/organisation again, but please remember that their achievements must be within the period described in the guidelines, which is the two (2) years leading up to 9 October 2020.

Q: What if the individual/team/organisation I want to nominate has achieved great things in a number of different categories?

A: You should only nominate an individual/team/organisation in one category, so please carefully select the most relevant category for your nomination. However, the Judging Panel may move your nomination into a different category if it believes it is appropriate to do so.

Q: Can I nominate a team or organisation I work with?

A: Yes, a team or organisation you work with can be nominated. You will be asked to mention the name of the team or organisation in the Nomination Form.

Q: I am a blogger, does this meet the Media Award category criteria?

A: Yes, the Media category can include many forms of media, including traditional (television, radio, newspapers, magazines) and new media (blogs, social media, etc.).

Q: Do I need to provide supporting evidence for my nomination?

A: Yes, you must provide a supporting statement of up to 500 words (maximum). You are encouraged to include as much information as possible about the nominee to help the Judging Panel make an informed decision when determining the shortlisted finalists and winners for each category.

Q: Do I need to provide supporting examples with my nomination?

A: Only nominations in the Media category need to include supporting examples (articles, broadcasts, portfolio, etc.). This is in addition to the supporting statement of up to 500 words (maximum).

Q: If I nominate myself, do I still need to provide referees with my nomination?

A: Yes, all nominations must include two referees. If you are submitting a self-nomination, you can list yourself as one of the two referees.

Q: Can the two referees for my nomination be from the same organisation?

A: Yes, however, nominators are encouraged to select diverse referees as they can provide different perspectives and experiences of the achievements of the individual, team or organisation nominated.

Q: I don't want the individual/team/organisation to know I am the person who nominated them for an award. Can this information be kept confidential?

A: Yes. You will be asked if you give permission for your name to be given to the nominee in the Nomination Form. If you do not want the nominee to know that you have nominated them, you can indicate this in your nomination.

Q: If I am nominating myself for an award, what name should I use in the Nomination Form?

A: You will be asked to provide your first name and last name in the Nomination Form. However, if you are more commonly known by a different name, you have the option of also providing your preferred name. For example, if your name is Vasili but people commonly refer to you as 'Bill', you can choose to write 'Bill' as your preferred name in the Nomination Form.

Q: Can I submit a nomination in hard copy?

A: Yes, you can email MulticulturalEvents@sa.gov.au to request a hardcopy of the Nomination Form. Please remember to factor in Australia Post delivery times if posting, to ensure your nomination is received by the closing date: 5pm Friday 9 October 2020.

Q: Can I submit a nomination after the closing date?

A: No, all nominations must be submitted by 5pm Friday 9 October 2020. Late or incomplete submissions **will not** be considered. If you are submitting a hardcopy nomination, please factor in Australia Post delivery times.

Q: Will I receive a reminder during the nomination period to complete my nomination?

A: Yes, nominators will be reminded to finish incomplete nominations via an email or phone call as the closing date approaches.

Q: Will my nomination be considered if it contains mistakes?

A: You will be asked to declare that the information provided in your supporting statement is true and accurate to the best of your knowledge. Please ensure that all reasonable steps are taken to provide accurate information. Honest mistakes, such as misspelling a name or organisation will not affect your nomination. However, your nomination will not be considered if the information provided in the supporting statement is found to be inaccurate or misleading.