



2018 SUSTAINABLE HOTEL AWARD ENTRY GUIDELINES

1. Eligibility

To be eligible for award consideration, entrants must be able to effectively demonstrate the following:

- The property is located within the Asia-Pacific Region
- If applying for the Sustainable Design Award, the project should have been completed and operating by time of entry submission.
- Identify which of the 17 UN Sustainable Development Goals are supported
- Demonstrate the aspects of the property and/or initiative that are innovative and exemplary beyond the common best practices (i.e. beyond just obtaining a green certification, installing LED lighting, or holding a volunteer community day)
- Explain why a hotel investment audience should be interested in the property and/or initiative

2. Format

- a) Application forms, specific to each award type, can be downloaded from the HICAP website <http://hicapconference.com/hicap-home/hicap-awards/sustainable-hotel-award/> for completion and submission, or completed online.
- b) Supplemental material can be submitted to accompany an entry, but must relate specifically and directly to the criteria in the application form. Boilerplate content and unrelated initiatives (i.e. program for training at-risk youths in the kitchen for a hotel applying for Climate Action) will not be reviewed and risks diluting the application's relevant strengths.
- c) File Format: Microsoft Word, PowerPoint or PDF (keeping in mind File Size restrictions of 10MB and 20 pages maximum)
- d) Font: No smaller than 12 point.
- e) Language: English

3. Submitting Entries

Entries should be submitted by email to: SustainableHotelAwards@HICAPconference.com

4. Closing Date

Entries must be submitted by midnight (GMT) on **31 JULY 2018**

5. Promotional and Supporting Material

As this is a sustainability award, hard copy or promotional material is not required and should not be submitted.

6. Awarded Entry Presentations

Presentations of the awarded hotels will be prepared based on the entry information provided and may be published on the HICAP conference website and on other sites and publications publicizing the Award.

7. Assessment and Adjudication

HICAP will convene an assessment and award selection panel of external sustainability experts/practitioners. These judges discuss and score entries to determine the award recipients. The decision of the Judging Panel is made in good faith and is final. If necessary, the Judging Panel may reach out to reference names, other industry contacts, or draw upon collective first-hand knowledge for due diligence of the information being submitted. When making a decision, the Judges will consider:

- Measurable achievement relative to the award base and category criteria
- Demonstration of innovation
- Evidence of partnership
- Replicability (providing solutions for sustainability)
- Relevance to the hotel investment audience

8. Notification of Results

There will be a maximum of four HICAP Sustainable Hotels Award winners. Entrants will be notified by **20 September 2018**.

9. Awards, Announcement and Presentation

The HICAP Sustainable Hotels Awards will be announced and presented during the HICAP closing luncheon at **approximately 2pm on 19 October 2018** at The Kerry Hotel Hong Kong. Award recipients or their appointed representatives, if not already registered HICAP delegates, will be provided with a special pass for participating in the award presentation.

10. Feedback

Given the volume of entries, we are unable to provide feedback to entrants