



# FAQ's

### Entries

#### How do I enter?

*The National Care Awards are completely free to enter and there are two ways to enter: online or by post. To enter online, please visit [careinfo.org/careawards-2017](http://careinfo.org/careawards-2017) and follow the link for each category you wish to enter. To enter by post, look out for the entry form in the May issue of CT Magazine and send in the requirements for each category you wish to enter. **Please ensure you submit answers to all of the question criteria and all of the supporting evidence required. Any entries which do not submit all of the required information will be disregarded.***

#### How many categories can I enter?

*You are able to enter as many categories as you wish. Note: If entering by post, please ensure you complete a new and separate entry form for each category entered.*

#### How are finalists chosen for each category?

*There will be 4 or 5 finalists chosen by a panel of independent judges who will have sufficient knowledge in the field to select finalists from each category.*

#### How many finalists can there be for each award?

*For each 'single' award there can only be 1 finalist. For each 'group' award there can be a maximum of 2 finalists.*

*The single awards are: Carer, Care Registered Nurse, Care Home Manager, Learning Disability Service Manager, Dementia Care Manager, Care Operations Manager, Care Activities Co-ordinator / Facilitator, Care Housekeeper, Care Chef, Care Apprentice, Resident Engagement, Care Leadership, Lifetime Achievement in Care and Care Personality. All of the remaining categories are classed as 'group' awards.*

#### What if it is a surprise nomination?

*Firstly, we will keep the secret! When entering, please specify that we should only contact the nominator if the submission is successful, but please also ensure that the nominee will be free to attend the judging day on 29th September in London. All finalists must attend the judging day. For more information on what this day entails, please visit the judging day section of these FAQs.*

#### What are the costs?

***It is completely free to enter the awards! All finalists will also automatically receive a free place to the Gala Evening (2 free places for any 'group' awards).***

*For anyone else wishing to book a place or a table to the Gala Evening, please visit our website where you can download a table booking form. The costs are as follows:*

*Single places are £135.00 + VAT (Total payable £162.00)*

*Tables of 10 are £1,350.00 + VAT (Total payable £1,620.00)*

#### What happens if I am not successful?

*All finalists will be notified by telephone and confirmed by email by 15th September 2017. If you have not been contacted by this time, unfortunately your nomination has not been successful this year. Due to the high volume of entries we receive we are unable to contact each nominee individually with feedback.*

### Judging Day

#### **What happens on the judging day?**

*The judging day is a fun and interactive day where the finalists meet with our judges. Each category has a 1.5 hour timeslot during the day, when the finalists are notified they will be told what timeslot their category has. Within that timeslot, each finalist will be allocated a 15 minute interview slot to meet with the judges. This is nothing to be nervous about! It's just a chance for the judges to ask each finalist a few questions and for the finalist to be able to talk a little bit more about themselves/what they do etc. Once the judges have met with all of the finalists, they will make their decision of who is the winner, but the winners will not be announced until the Gala Evening.*

#### **Do I need to prepare anything?**

*No you don't! The judges will base any questions they have on the original submission. You are welcome to bring further evidence, however it is down to the judges discretion to whether they will consider any extra evidence or not.*

#### **Who are the judges?**

*There will be a small panel of 2 judges per category. The panels consist of a mixture of experts in their field, professionals working within the sector and sponsor representatives.*

#### **How many people can interview for each award?**

*For each 'single' award there can only be 1 finalist interviewed. For each 'group' award there can be a maximum of 2 finalists interviewed.*

*The single awards are: Carer, Care Registered Nurse, Care Home Manager, Learning Disability Service Manager, Dementia Care Manager, Care Operations Manager, Care Activities Co-ordinator / Facilitator, Care Housekeeper, Care Chef, Care Apprentice, Resident Engagement, Care Leadership, Lifetime Achievement in Care and Care Personality. All of the remaining categories are classed as 'group' awards.*

#### **What happens if I can't attend the judging day?**

*All finalists must attend the judging day and interview with the judges. Any finalist that cannot attend unfortunately forfeits their place and another finalist will be chosen in their place.*

*Only in exceptional circumstances, CT will assess on a case-by-case basis on whether the finalist can partake in a telephone interview on the judging day instead of attending in person. This decision is not made lightly and all decisions made by CT regarding this are final.*

# National Care Awards

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### Gala Evening

#### **When and where is the gala evening?**

*The Gala Evening will take place on Friday 24th November 2017 at the London Hilton Metropole on Edgware Road, starting with a Drinks Reception at 6.30pm.*

#### **What happens on the gala evening?**

*The Gala Evening is a spectacular and enjoyable evening starting with a Drinks Reception at 6.30pm. After this, guests are ushered into the main room for a sumptuous 3 course dinner before the awards ceremony begins where the winners are announced by a celebrity host. After the ceremony, there is a dancefloor, music and bar open until the early hours to continue the celebrations.*

#### **What are the costs and how to book a place?**

*For anyone else wishing to book a place or a table to the Gala Evening, please visit our website where you can download a table booking form. The costs are as follows:*

*Single places are £135.00 + VAT (Total payable £162.00)*

*Tables of 10 are £1,350.00 + VAT (Total payable £1,620.00)*

#### **Can I book a place to stay?**

*Once you have booked your place or table for the Gala Evening you will be provided with full accommodation information including access to discounted rates at the London Hilton Metropole plus information for other nearby hotels.*

**If you have any further questions about the awards, please don't hesitate to get in touch with the Events Team!**

**Contact Nicola at [nicola@hawkerpublications.com](mailto:nicola@hawkerpublications.com) or call 020 7720 2108**