



N O M I N A T I O N

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Business Centre of the Year Award (Independents up to 3 locations)

Nomination Terms of Reference and Criteria:

Nominations for this award can only be accepted for a current **bca** business centre member providing the business centre has been trading for a minimum period of 1 year.

Nominations for this award can only be made by, and accepted from, clients of the business centre who have been **resident at the centre for a minimum period of 3 months**. Nominations will not be accepted from virtual/non-resident clients.

One nomination only from qualifying resident clients.

The nomination must be supported by comprehensive, specific examples (which will be verified) as to why they are nominating the business centre for the Award.

The Process:

Nominations for the **bca** Business Centre of the Year (Independents) should be sent to the **bca** office. As with all award nominations, the **bca** conducts an audit by contacting clients and asking them to confirm the content of their nomination.

To ensure that all centres have an equal opportunity of winning the award, nominated centres are contacted to ascertain the number of resident clients. This is then calculated as a percentage in relation to the number of nominations received from the centre. This gives every centre, irrespective of size, an equal chance of winning.

Nominations are then given to an impartial independent panel of judges, whose details will be made public immediately following the nomination closing date 5.30 pm, Friday 28th September 2012.

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bca 2012 Business Centre of the Year Award - (Independents)

Entries will be judged by an impartial panel.

Photocopied entry forms are acceptable.

The completed form must be signed by the person responsible for submitting the entry.

The closing date is 5.30 pm, Friday 28th September 2012.

The judges' decision is final and no correspondence will be entered into.

Winners will be announced at the **bca Industry Awards Gala Dinner on**

Friday 30th November 2012 at

The Park Lane Hotel, Piccadilly, London W1J 7BX.

Award winners may state in their advertising/promotional activity and stationery that they are a winner, but must include the category and year in which the award was won.

**All nomination forms must be typewritten.
No handwritten entries will be accepted.**

