

Entry Guidelines

The entry process is straightforward, and the Entry Form provides guidance on what to include with your submission. You may nominate yourself, another individual, your business, or another business for the awards. Entries are encouraged from individuals, groups, and partnerships of any size or scale.

Key Dates:

- **Entries open:** Monday 04 November 2024
- **Entry deadline:** Friday 17 January 2025
- **Shortlist announced:** February 2025
- **Awards ceremony:** Tuesday 04 March 2025 at ExCel, London

Submission Criteria:

- All entries must be made via the Retrofit Entry Form which can be downloaded from the Retrofit Academy Awards website. Once submitted, you will receive an automatic email acknowledging receipt.
- You can enter more than one category, but each submission must have a separate Entry Form.
- Submissions should relate to structurally complete projects or organisational changes within the UK & Ireland completed after 1st September 2024.
- Each entry can include your organisation's logo and/or relevant photographs/images. By submitting images, Retrofit Academy Solutions reserves the right to use them for promotional purposes.
- Clients referenced in submissions must be informed, and judges may request evidence of client endorsement.
- Entries covering retrofit projects still in the design phase or in progress will not be considered.
- Favourable consideration will be given to projects whose claimed energy performance is backed by monitoring data.

Judging Process:

- An independent panel of judges will meet in February 2025 to assess the submissions.
- Judges' decisions are final, and no correspondence will be entered following the Awards.
- If no suitable submission is received for a category, the judges may withhold the award.



- Companies associated with judging panel members are eligible for consideration; however, the relevant judge will declare a conflict of interest and not assess that category.
- The judging process will follow the outlined criteria, and favourable consideration will be given to projects with substantiated energy performance monitoring.

Additional Information:

- Awards may be bestowed posthumously.
- Entrants may be contacted by sponsors or the event marketing team. By entering, you confirm acceptance of this.
- The organisers reserve the right to reject any entry that fails to comply with these rules or feature/display submitted materials in any editorial or promotional work related to the Award scheme.

Contact: For any questions regarding the entry guidelines, please contact Jessica by emailing jessica.holland@retrofitacademysolutions.com