

## **Legasis – Guidelines for Writing Award Nomination 2021 – C 10/10**

### **SELECTING THE APPROPRIATE AWARD CATEGORY**

1. Every applicant is required to Register for the Awards
2. Fill in the details as requested
3. An applicant is eligible to nominate in more than one category
4. Select the appropriate category and proceed to fill in the details

### **OBJECTIVE SECTION**

This section will have 4-5 objective questions with multiple choices for your answers

Choose the most relevant answer

We have provided option to add qualitative data against the objective questions. Applicants are encouraged and requested to add the supporting qualitative data for review by the jury.

After being shortlisted

- You will be requested to attach supporting evidence for your answer once you are shortlisted in a particular category
- Supporting documents can be graphs, charts, reports and synopsis of the reports
- In case you are not using a Compliance Management Tool, attach any data maintained by you to support the chosen answer
- This can be excel sheets summarising compliance requirements, lists of laws, logs of attendance, training records, emails, email campaigns.
- Various formats including word, excel, images, etc. are supported here.
- System will accept only a single document per answer
- Indicative supporting evidence that could be uploaded for each question will also be mentioned in the nomination link.
- Save the document using the following format - Document\_Q1, Document\_Q2

### **SUBJECTIVE SECTION**

- The subjective section will have 2 questions to be answered
- There will be a word limit of 250 words per answer
- Numbers, tables and synopsis of the information you wish to share given in a brief manner will work best
- Questions will be specific to the award category chosen
- There will be no option to upload supporting evidence

A nominee can save his nomination as a draft and re-visit the link at any time. Once submitted the nomination cannot be edited for answers or re-submitted. However, the answers submitted will be available to view and to attach supporting documents once shortlisted

This is a guidance document to understand what the jury looks for in general while deciding an award winner. (Submitting a nomination in this manner does not guarantee an award).