

## INDIVIDUAL ENTRIES

### Guidance

- **The MCA Awards can only be entered by full MCA members (membership must still be valid up to and including (MCA Awards Ceremony and Dinner Date 2024)).**
- The strict deadline for entries to be submitted is Friday 15th March 2024. Entries submitted after this date will not be marked. No extensions will be permitted.
- Firms may enter a maximum of four consultants in each category. Each candidate can only be entered once. A maximum of two consultants from each firm can reach the interview stage with the highest scoring individuals selected.
- Individuals entering need to be employed by UK based Consultancy firm and based in the UK.
- No project or individual entry can be submitted into more than one category.
- There will be no self-nominations. All declaration forms must be signed by a Senior manager/Partner and submitted by the awards coordinator for each firm.
- All entries must include detail on whether the individual has been nominated or won any other MCA award previously.
- Finalist nominees will be asked to attend a 25-minute interview with a panel of independent judges. The MCA judging panel is detailed on the MCA website.
- Should you be shortlisted you will be informed on Wednesday 8th May 2024.
- Should the individual leave the consulting industry before October 2024 the individual entry will be withdrawn by the MCA.
- Should the individual leave the MCA member firm the firm must contact the MCA asap.
- The MCA judging panel reserves the right to withdraw any entry or finalist from the MCA Awards permission for reputational reasons.

## Submission

For each project entry you must submit the following:

Item	Notes
Written Entry x 2	MS word format Please provide TWO copies of the submission, one copy must have no mention of the individual consultant's name or the company's name for the judges to review (it must have no branding and be in Arial font size 10). The other submission can include both.
Declaration Form	Must be signed by both the individual and their line manager/HR manager

## Media Requirements:

Should you become a finalist the MCA would like to promote you on our website and social media platforms.

We would like you to supply multimedia materials to support your entry which the MCA will use in their communications for the awards. You will only be able to submit one photo and cannot update this later on.

All materials should be supplied with the project entry and uploaded on to the MCA Awards Platform by the submission deadline.

Please provide the following materials:

250-word Summary	<ul style="list-style-type: none"> <li>• Will be used on MCA website</li> <li>• Document will not be judged</li> <li>• Should be written as a case study for the individual entry submitted</li> <li>• Must be in MS word format</li> <li>• Jargon free language</li> </ul>
Media Requirements	<p>Must supply high-res head shot to support the entry</p> <ul style="list-style-type: none"> <li>• Twitter/X handle</li> <li>• Consultancy Logo</li> </ul> <p><b>No updated photos will be permitted you only have one opportunity to submit a photo.</b></p> <p><b>Pronunciation details of any relevant names.</b></p>

For any questions regarding Communications please contact  
Director of Communications and Research:

**Caroline Florence: [caroline.florence@mca.org.uk](mailto:caroline.florence@mca.org.uk)**

## Written Entry Criteria

- Each entry must constitute a **1,500 word**, personal submission and follow the structure outlined below. Failure to do so may result in disqualification. Word counts include all headings and footnotes, but not words in diagrams and charts, or the cover sheet. Pages should be numbered.
- Entries must submit Two Word documents.
  - One must include a cover sheet stating the name of the consulting firm, the name of the Individual, and the category being entered; and may include the consulting firm. This cover sheet will not be included in the word count.
  - One must have no mention of the individual consultant's name within the submission, company name or any company branding. It should still include the category being entered on the cover sheet. This cover sheet will not be included in the word count.
- Up to three technical diagrams, charts or photos/images, that help to tell the story, may be included. Please note the imagery must be able to be viewed clearly on either MS word or pdf document.
- No additional documentation or other supporting material will be accepted. The MCA reserves the right to destroy such material.
- The judges will be looking for an engaging and informative entries which bring out the personality and achievements of the nominated consultant.

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## Written Entry Structure

### 1. Summary (no more than 250 words)

This should explain why the consultant should win the award and provide a broad overview of skills and experience.

### 2. Personal Statement

The personal statement should be written by the nominated consultant **in the first person**. It should highlight why the consultant feels they should win the award. It should refer to specific skills applied on up to four projects. The projects referenced can have taken place at any time within the last five years but must include recent projects. Judges will be looking for evidence of the below (see judging criteria for further details). Please note that whilst reference should be made to all of these areas, the consultant should ensure that they focus on their particular strengths in these areas:

- Client Focus
- Leadership
- Teamwork
- Communication
- Project Management
- Critical Thinking

### 3. Specialist knowledge and expertise (No more than 15 bullets)

Please list evidence of your knowledge in your specialist area as demonstrated over the last two years, for example through research, published material and development of tools/methodologies.