

## OVERALL ENTRY CRITERIA & 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 only category that is open to non-members is the Best New Consultancy category.
- It is the firm's responsibility to ensure they comply with the terms and conditions and entry requirements.
- All client projects must be contracted directly with a UK based member firm. Projects cannot be submitted if they are contracted to consultancy firms incorporated and paying taxes outside of the UK. Projects can of course involve international overseas work and travel and involve staff based in the UK or overseas.
- Individuals entering need to be employed by UK based Consultancy firm and based in the UK.
- Entries must be purchased via the MCA website.
- Submissions will be widely featured in publicity materials, including the national press.
- Entries must submit two Word documents.
  - One must include a cover sheet stating the name of the consulting firm, the name of the client, and the category being entered; and may include the consulting firm and client logos. **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 name of the client and the category being entered on the cover sheet. **This cover sheet will not be included in the word count.**
- All entries must follow the prescribed structure, headings and word count. 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.
- No project or individual entry can be submitted into more than one category
- An MCA board member or Young MCA Exco representative is unable to submit for an individual category entry.
- All entries can include a maximum of three images within the written entry to tell the story. This can include diagrams, charts, photos/images. Please note these documents must be able to be viewed clearly.
- All consultancy firm and client logos must be provided with submission on Friday 15th March 2024.
- No additional documentation or other supporting material will be accepted. The MCA reserves the right to destroy such material.
- The judges' decision is final. There will be no appeals.
- Sponsoring firms cannot enter the category they are sponsoring.
- The MCA reserves the right to alter categories or to re-allocate entries between categories once the closing date for entries has past. Entered firms will be consulted if the MCA decides to do so.
- The MCA judging panel reserves the right to withdraw any entry or finalist from the MCA Awards permission for reputational reasons.

**Each consultancy firms can submit the following:**

- **PROJECTS** – A maximum of 2 entries for each project category, therefore, the potential to submit 24 project submissions.
- **INDIVIDUALS** – A maximum of 4 entries for each individual category, therefore the potential to submit 40 individuals' submissions.
- **BEST NEW CONSULTANCY** - A maximum of 1 entry for the best new consultancy category.