



Guidance Notes to Entrants

Entries

1. The entry form must be completed using the downloadable forms available online at www.africacomawards.com. Completed forms must be submitted in WORD FORMAT via email to AwardsITM@informa.com by 5pm (BST) Friday 2nd September 2011 and be accompanied by a jpeg logo and a high resolution print format logo (preferably eps). No PDFs or hardcopy entries will be accepted.
2. Only fully completed entry forms will be accepted.
3. Each entry costs an administration fee of \$299 + 14% VAT. If you enter more than one category the cost is \$299 + VAT per category. Payment will be accepted by credit card or bank transfer. Please see the payment terms and conditions below.
4. All entrant companies have the opportunity to purchase a table at the Africa Awards Gala Dinner on 9th November 2011 to host their staff and partners at the evening. For further information on table costs please contact tanyel.ali@informa.com
5. All payments must be received by 2nd September 2011. Entries that are not paid for will not be included in the judging process. No late payments will be accepted.
6. Supporting evidence or documents must be included within the entry form (such as pictures). No additional supporting evidence for your entry such as pictures, videos, powerpoint presentations, product brochures will be accepted outside of the entry form apart from your logos which must be supplied in jpeg and a high resolution print format (preferably eps). Please ensure any supporting evidence is relevant.
7. The Entry Form and your logos represent the full and entire Official Entry. No further information is required. Attempts to further influence the judges by any means outside of, or in addition to, the Official Entry may result in disqualification.
8. On receipt of your entry, the awards administrators will confirm its arrival via email. If you do not obtain such a receipt within 3 days, it is your responsibility to contact us to confirm its arrival. Unless you have this written or verbal confirmation from us, we cannot guarantee the arrival of your entry. Please direct any enquiries to AwardsITM@informa.com
9. It is essential that we can contact you easily with questions regarding your entry, or judging enquiries and requests for further information. Therefore, please provide us with an awards liaison representative who can take these enquiries. You must provide their full contact details on the entry form.

If you need any more assistance with your entry please contact Melissa Willock at Melissa.willock@informa.com

Tel: +44(0)20 7017 5873

Shortlist

10. Up to 5 companies will be shortlisted in each category and the shortlists will be published by 9th September 2011. The winners will be announced during the AfricaCom Awards Gala Dinner on 9th November 2011.
11. Shortlisted companies will:
 - a) Be featured on the AfricaCom Awards website
 - b) Be featured in the AfricaCom Awards Shortlist press release
 - c) Be featured in an AfricaCom Awards Shortlist congratulations HTML posted to the entire AfricaCom mailing list
 - d) Receive the right to use "Shortlisted for AfricaCom Award" iconography (provided by Informa Telecoms & Media) on their own promotional materials, including print, emails and websites.
 - e) Have the right to have an executive quoted in a special category/show preview in AfricaCom Daily News.
 - f) Have the opportunity to take advertising to support their shortlisting in AfricaCom Daily News and onsite Event Guide.
 - g) Additional coverage to the industry through Telecoms.com
 - h) Have the Priority Opportunity to host the Official AfricaCom Awards webinar focused on the shortlisted category
12. All shortlisted companies must purchase a minimum of 2 seats at \$299 per seat to represent them at the Awards Ceremony on 9th November 2011 in Cape Town to potentially collect their Award. Provisional Shortlisted entrants will also be contacted upon announcement on the provisional shortlist to discuss their attendance and promotional options, Entrants unable to commit to attendance at the Awards Ceremony will not be included in the Final Shortlist.
13. Informa Telecoms & Media will publish details of the shortlisted entrants, and category winners, including profiles of their projects/technologies/services etc using information taken from the entry form. We will not reveal the names of those companies/individuals who are not shortlisted.

Winners

14. The Winners will be announced during the AfricaCom Awards Gala Dinner on 9th November 2011 and not before, and in the Winners Press Release announced that evening.
15. Winners will:
 - a) Receive a Winners Trophy and Certificate presented at the Gala Dinner on 9th November 2011.
 - b) Receive a Winners photo of the presentation of the Awards.
 - c) Have their logo and a brief description of the winning technology/service listed on "The Winners" booklet distributed to all Awards Gala Dinner participants immediately after the Awards Winners 'announcements on 9th November 2011
 - d) Have an executive interview on the AfricaCom Winners film, posted on the AfricaCom Awards site.
 - e) Receive a copy of the AfricaCom Winners film for their own promotional uses.
 - f) Have a Winners Executive Interview released as part of the Winners Press Kit, released on 9th November 2011.
 - g) Have an Winners Executive Interview in the AfricaCom Daily News
 - h) Be featured in the AfricaCom Awards Winners press release
 - i) Be featured on the AfricaCom Awards Winners website
 - j) Be featured in an AfricaCom Awards Winners congratulations HTML posted to the entire AfricaCom mailing list
 - k) Receive the right to use "Winners of AfricaCom Award" iconography (provided by Informa Telecoms & Media) on their own promotional materials, including print, emails and websites.
 - l) Additional coverage including interview through Telecoms.com

Good luck and we hope to be celebrating with you in Cape Town in November!

Payment Terms and Conditions

CONFIRMATIONS: We require a credit card guarantee to confirm your entry booking and full payment is required on receipt of invoice. Your booking will be confirmed on receipt of payment.

PAYMENT INFORMATION: Payment should be made by credit card in Euros.. GB Pounds or US Dollars. Payment must be received by 2nd September 2011 otherwise your entry may be disqualified.

For further information on payment details
visit www.payments.informa.com/telecoms
or call +44 (0)20 7017 5506

To make a credit card payment please call +44 (0)20 7017 5506 and speak to one of our customer service team members.

CALL MONITORING: Telephone calls to Informa UK Ltd may be recorded or monitored in order to check the quality of the service being provided.

DATA PROTECTION: The personal information shown, and/or provided by you will be held on a database and shared with companies in the Informa Group. It may be used to keep you, or any additional names provided by you up to date with developments in your industry. Sometimes your details may be obtained from or made available to external companies for marketing purposes.

If you do not wish your details to be used for this purpose, please write to:

The Database Manager,
Informa UK Ltd,
29 Bressenden Place,
London,
SW1E 5DR, UK,
Tel. 0207 017 5506,
Fax. 0207 017 4743
Email: Database@informa.com