



## How to write a good entry: Individual Awards

The purpose of the Women in Rail individual awards categories is to celebrate and showcase as role models the people currently working in the UK railway industry who are making an outstanding contribution to improving gender balance, equality, diversity and inclusion in our sector.

We want to hear about those individuals whose stories may not be widely known but who play a substantial role in improving the image of the UK rail sector, either because they are truly inspirational role models to others and/or because they have demonstrated an exceptional commitment to promoting gender balance, diversity and a fair and inclusive culture within their own organisations and, in doing so, improve EDI in UK rail in line with the objectives of the joint RIA/WR EDI Charter.

Submissions can be made by anyone who knows the nominee well enough to provide sufficient and adequate information about their character and achievements.

When nominating, please consider carefully the criteria applicable to the individual category you are nominating for as the judges will evaluate and score your submission against them. These criteria are set out in the Categories section of the Awards website.

All nominations must include:

- Nomination Summary (up to 100 words)
- Nomination (up to 700 words)

You may wish to include supporting evidence to support your nomination. We suggest this includes:

- Quotes or testimonials from clients and colleagues as to why and how the individual meets the criteria for the category, why they should win and what sets them apart;
- Examples of work delivered;
- Images to showcase the works delivered by/achievements of the individual;
- External publicity, including social media posts, images, articles and/or published works.

Your nomination may include no more than 2 additional pages (A4) as supporting evidence but please be advised these additional documents will only be taken into consideration by the Judges if your nominee is shortlisted – we would therefore encourage you to put your stronger arguments in favour of your nominee in the nomination form.

### **Permission(s)**

When submitting your entry, please ensure you have obtained any permission which you know or ought to know is necessary to be obtained (such as, for instance and without limitation, authorisation to disclose third party material) to support your nomination.