



## How to write a good entry: Team and Corporate Awards

The purpose of the Women in Rail Awards is to celebrate and showcase the teams and organisations who are making a significant contribution to improving gender balance, equality, diversity and inclusion in the UK railway sector.

We want to hear about those teams and companies who have demonstrated an exceptional commitment to promoting gender balance, diversity and a fair and inclusive culture within their own organisations and in UK rail and whose innovative ideas and initiatives, in line with the objectives of the joint RIA/WR EDI Charter, are substantial contributors to making our industry more inclusive and diverse, especially at senior and executive levels. We want to showcase their ideas and achievements as ground-breaking and exemplary.

Submissions can be made by those who have been impacted or inspired by the work of the nominated team or organisation and know them well enough to provide sufficient and adequate information about their achievements.

When nominating, please consider carefully the criteria applicable to the team or corporate 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 team/company 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 team/company;
- 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.