

2026 CILT NZ Awards Nomination Pack

Use this pack to nominate yourself or someone else for a 2026 CILT NZ Award. Please complete all relevant sections and email the completed pack, with supporting material, to info@cilt.co.nz by 5pm on 30 September 2026.

Submission Checklist

- Completed nomination details
- Award-specific supporting information
- Supporting documents, links, articles, reports, case studies or research, where relevant (please see <https://cilt.co.nz/awards/categories-and-criteria> for award-specific requirements).
- Declaration of ownership of intellectual property
- Photo and media release
- Acknowledgement of award terms and conditions
- Signature of nominee and/or nominator

Submission Instructions

Email completed nominations and supporting documents to info@cilt.co.nz. Suggested subject line: Nomination for Award - [Award Name].

Where a nomination includes both a nominator and a nominee, both people must either sign this form or confirm their acceptance by email.

If the nomination is for an organisation or team, the nominee signature must be completed by an authorised representative, including their name, role, and organisation.

1. Award and Nominee Details

Name of Award	
Person, team or organisation nominated	
Nominee's employer / organisation	
Nominee postal address	
Nominee phone	
Nominee email	

2. Nominator Details

If self-nominating, please simply enter 'self' in the first box below then skip.

Nominator name	
Nominator organisation	
Nominator role / relationship to nominee	
Nominator phone	
Nominator email	

3. Brief Summary of the Nomination

Provide a brief summary of the nomination. All submissions must be electronic. Use as many lines as you need.

4. Award-Specific Supporting Information

Please address the criteria for the relevant award category and include the supporting information requested on the CILT NZ awards webpage. Supporting information may include explanations, reports, articles, research papers, case studies, referee statements, peer reports, or links to published material.

Award-specific material attached or linked (use as many or as few as appropriate – this list acts as a check that CILT NZ has received all intended attachments and links).

Item name / link	Description

5. Referees or Supporters

List referees, supporters, or people who may be contacted about this nomination, if relevant.

Name	Organisation	Contact details	Comment

6. Declaration of Ownership of Intellectual Property

By signing this declaration, the nominator and nominee confirm that:

- They have the right to submit the nomination and all supporting material provided with it.
- The nomination does not knowingly infringe the intellectual property rights of any other person or organisation.
- Where third-party material is included, the necessary permission has been obtained or the material is clearly identified as third-party material.
- CILT NZ may copy and share the nomination and supporting material with judges and administrators for awards-related purposes.
- CILT NZ may use non-confidential summaries, extracts, images, names, organisation names, and award-related information for awards promotion, unless specific confidentiality limits are identified below.
- Any confidential or commercially sensitive information has been clearly marked in the nomination material.

Confidentiality limits or commercially sensitive information, if any:

7. Use of Application Materials, Images and Awards Presentation Photos

By submitting this nomination, the nominator and nominee acknowledge that CILT NZ may use materials provided as part of the award application for awards-related purposes, unless specific exclusions are noted below.

This may include the nominee's name, organisation, role, award category, nomination summary, supporting statements, project or initiative descriptions, submitted images, supporting documents, case studies, reports, articles, and other materials provided with the application.

CILT NZ will not publish or promote the phone number or email address of the nominator or nominee.

Use may include publication or promotion on the CILT NZ website, social media, printed materials, media releases, event presentations, newsletters, magazines, and other CILT NZ communications.

Please list any specific materials, details, images, or information provided in this application that CILT NZ must not publish or use publicly:

8. Awards Presentation Photo Consent

Photos may be taken at CILT NZ awards presentations and related events. These photos may include people attending or participating in the event.

CILT NZ may wish to use awards presentation photos for awards-related and promotional purposes, including on the CILT NZ website, social media, printed materials, media releases, event presentations, newsletters, magazines, and other CILT NZ communications.

Nominee Photo Consent

Please put an X in the box for your preferred option:

☐ Yes, I consent to CILT NZ using photos of me taken at awards presentations and related events for the purposes described above.

☐ No, I do not consent to CILT NZ using photos of me taken at awards presentations and related events for the purposes described above.

Nominator Photo Consent (Leave blank if self-nominated)

Please put an X in the box for your preferred option:

☐ Yes, I consent to CILT NZ using photos of me taken at awards presentations and related events for the purposes described above.

☐ No, I do not consent to CILT NZ using photos of me taken at awards presentations and related events for the purposes described above.

9. Award Terms and Conditions

By submitting a nomination, the nominator and nominee agree that:

- Entries close 5pm on 30 September 2026. Late entries may not be accepted.
- All nominations must be submitted electronically. No hard copy or postal nominations will be accepted.
- Award criteria will be strictly applied.
- CILT NZ may choose not to present an award if, in the judges' opinion, the required standard has not been met.
- Award winners do not need to be CILT NZ members, unless stated for a specific award.
- The judges' decision is final and no correspondence will be entered into about judging decisions.
- Judging may include follow-up questions, a presentation, interview, reference check, or site visit, depending on the award category.
- Prize payments or reimbursements will be made only in accordance with the conditions stated for the relevant award.
- CILT NZ may contact the nominator, nominee, referees, supervisors, employers, or relevant organisations to verify information provided in the nomination.
- CILT NZ will take reasonable care with confidential information clearly marked as confidential, but nominations should not include sensitive material that cannot be shared with judges and awards administrators.
- Personal information will be used for awards administration, judging, event preparation, and awards-related communications.

10. Signatures

By typing my name below, I confirm that I have read and accepted the declarations, release, and award terms that apply to me. I understand that my typed name is intended to act as my electronic signature.

Where a nomination includes both a nominator and a nominee, both people must either sign this form or confirm their acceptance by email.

If the nomination is for an organisation or team, the nominee signature must be completed by an authorised representative, including their name, role, and organisation.

Nominator name	
Date	
Nominee name	
Date	

11. Final Submission

Please email the completed nomination pack and all supporting documents to **info@cilt.co.nz** by **5pm on 30 September 2026**.

Suggested subject line: **Nomination for Award - [Award Name]**

Where the nominator and nominee are different people, please either copy both people into the submission email or include separate confirmation emails from each person.