



Rules of Entry

Eligibility

The Insurance Times Awards are open to any FCA-authorized insurer, Lloyd's syndicate or broker operating within UK General Insurance. Entries in some categories are also open to MGAs, service providers, industry partners, law firms or technology vendors.

Some categories are open to individuals, others to departments/teams. Carefully read the individual category entry criteria to ensure that you are entering the most appropriate one.

You may enter more than one project, programme or individual into a category, but ensure your submission makes it clear precisely who or what part of the company is being put forward for consideration.

Written submission (Stage One)

The first stage of judging will be based on your written submission and any supporting materials you choose to include.

It is in your interest to produce a well presented, succinct and clearly written response, answering all the questions. Think about what you do that's unique or outstanding and use metrics and data where you can to demonstrate impact and success. Make sure you keep within the word count specified.

When entering 'of the year' categories, please note that judges will be looking to reward recent success and will therefore expect to see evidence relating to achievement/s **between January 2021 and the end of July 2022**. The project/initiative/solution itself does not necessarily need to be 'new' or 'recent', but the achievements outlined within the entry *must* fall within these dates.

All information contained in the entries and marked confidential will remain so and will not be released without the permission of the entrant.

All entries must be made using the official online entry system. Supplementary information including charts, graphs, photos and info-boxes must be included as supporting material and NOT on the entry form.

Supporting material

When preparing any background material and supporting evidence, it is quality and relevance that matter, not quantity. Therefore, a maximum of three supporting attachments can be included. Your entry should avoid including superfluous documents as this may damage your submission rather than supporting it.

Research documents, customer brochures, staff newsletters etc. all help to demonstrate achievement to the judges in a practical way and may be included where relevant.



The judges may also review relevant websites, so full address and access codes (if applicable) should be provided.

Judging Day (Stage Two)

If your entry is shortlisted you will be required to present (virtually) to our panel of judges on either 18th or 19th October (note that if you are shortlisted in multiple categories you may be required on both days). Further details regarding the date, time slot and expected content of your presentation will be sent out after the finalists are announced on 15th September.

Please note that if you choose not to participate in the presentation, your entry will not be considered further.