|  |  |  |
| --- | --- | --- |
| **PARTCULARS OF CO – ORDINATOR** | | |
|  | NAME |  |
|  | DESIGNATION |  |
|  | ORGANIZATION |  |
|  | ADDRESS |  |
|  | POSTAL / PIN CODE |  |
|  | TEL NO ( Board ) |  |
|  | TEL NO ( Direct ) |  |
|  | MOBILE NO |  |
|  | FAX NO ( Board ) |  |
|  | FAX NO ( Direct ) |  |
|  | EMAIL ID |  |
|  | GST NO. |  |

|  |  |  |
| --- | --- | --- |
| **AWARD CATEGORIES**  (Can also send entries / nominations for multiple categories & Awards. Please add extra columns if needed) | | |
| **ORGANIZATION CATEGORIES** | | |
| 1 | EVENT |  |
| CATEGORY |  |
| ORGANIZATION |  |
| 2 | EVENT |  |
| CATEGORY |  |
| ORGANIZATION |  |
| 3 | EVENT |  |
| CATEGORY |  |
| ORGANIZATION |  |
| 4 | EVENT |  |
| CATEGORY |  |
| ORGANIZATION |  |
| 5 | EVENT |  |
| CATEGORY |  |
| ORGANIZATION |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AWARD CATEGORIES**  (Can also send entries / nominations for multiple categories & Awards. Please add extra columns if needed) | | | | | | |
| **INDIVIDUAL CATEGORIES** | | | | | | |
| 1 | EVENT |  | | | | |
| CATEGORY |  | | | | |
| NAME |  | DESIGNATION |  | ORGANIZATION |  |
| 2 | EVENT |  | | | | |
| CATEGORY |  | | | | |
| NAME |  | DESIGNATION |  | ORGANIZATION |  |
| 3 | EVENT |  | | | | |
| CATEGORY |  | | | | |
| NAME |  | DESIGNATION |  | ORGANIZATION |  |
| 4 | EVENT |  | | | | |
| CATEGORY |  | | | | |
| NAME |  | DESIGNATION |  | ORGANIZATION |  |
| 5 | EVENT |  | | | | |
| CATEGORY |  | | | | |
| NAME |  | DESIGNATION |  | ORGANIZATION |  |

|  |  |
| --- | --- |
| **METHODOLOGY** | |
| Step 1 | Receipt of Entries ( Confirmation email + Material + Payment ) |
| Step 2 | Acknowledgement by Organizers. |
| Step 3 | Academic Council goes through all Entries. |
| Step 4 | Passes it on to Professional Council. |
| Step 5 | Final Award Ceremony |

|  |  |
| --- | --- |
| **CRITERIA** | |
| ( A ) | Organization Category |
|  | Each entry should be accompanied by write up of not more than 2700 words. |
|  | Profile of the Company. |
|  | Annexure (Media write Ups, Interviews, Schematic Charts/Descriptions, Annual Reports ) |
|  | Awards & Accolades |
|  | Any other relevant details. |
|  | |
| ( B ) | Individual Category |
|  | Each entry should be accompanied by write up of not more than 2700 words. |
|  | Photograph. |
|  | Personal Profile. |
|  | Achievements (Awards & Accolades received). |
|  | Media Coverage (Articles published). |
|  | Any other relevant details. |

|  |  |
| --- | --- |
| **PLEASE NOTE** | |
|  | Confirmation email ( Should include nomination form filled up with all required details ) |
|  | Submit Nominationsto the Co-ordination office   * Material: Option 1 = Through Courier. It will include Nomination form + Soft Copy of Material in CD or DVD or Pen Drive + Hard Copy. * Material: Option 2 = Through Email. No attachment of material through email.Due to bandwidth constraints, request you to use the   websitehttps://www.google.co.in/drive/ or [www.wetransfer.com](http://www.wetransfer.com)Kindly send the e-mail to [secretariat@worldhrdcongress.org](mailto:secretariat@worldhrdcongress.org);[secretariat@worldhrdcongress.com](mailto:secretariat@worldhrdcongress.com). Will confirm receipt once we receive same   * Nomination Fee = Option 1 = Through Courier. Cheque or DemandDraft . * Nomination Fee = Option 2 = Through Bank Transfer. |
|  | Payment via Bank Transfer. Emails us the transaction details once the payment is transfer. Will confirm receipt once we receive.  If Cheque / DD are directly deposited in our Bank. Kindly update us via email. Will confirm receipt once we receive. |
|  | Entry / Nominations will be forwarded to Jury only once we receive (a) Nomination Material + (b) Nomination fee. |
|  | Once we receive confirmation email the entry should be submit on/before deadline. Last minute dropout of Entries or changes will not be accepted. |
|  | All entries payments must be made in full before the event date through Cheque / DD/ Bank Transfer to make it go through the jury round and a clear understanding that an organization has understood the rules basis which they have sent the entries. Failure to pay the entry fees can result in to withdrawal of the awards as well as cancellation of any conferment. |
|  | The entry fee is non-refundable. Entries once sent cannot be withdrawn under any circumstances |
|  | The organizers reserve a right to alter or change the program design without assigning any reason whatsoever |
|  | Please note that accommodation, visa and travel expenses are not included in the nomination fee |
|  | The decision of the jury is final. No calls or emails would be entertained post awards. Award winners are announce on the day of award ceremony. Someone from your team have to be present on the day of award ceremony. Trophy and certificate will be given (if any) on the day of award ceremony only. |
|  | There should be only one Contact person from your Organization in order to avoid confusion. |
|  | The JURY evaluates each entry & prepares a shortlist. The decision of the Jury is final & binding. On the day of the event none of the applicants /participants know as to who is winning the Award. The envelope is opened by the Jury or the Chief Guest to announce the “AWARD WINNERS”. The results are confidential. The names of other Awardees would be announced on the day of the Award Ceremony. Invitation card will be couriered once we received your Nomination Material and Fee. On the day of Award ceremony there should be at least One representative from your Organization / Nomination. The Trophy and Citation / Certificate are given only on the day of Award Ceremony. As a policy we don’t courier the same. |

|  |  |
| --- | --- |
| **PAYMENT DETAILS** | |
|  | **Cheque / Demand Draft** should be drawn in favour of "Fun and Joy at Work" payable in Mumbai, India.  Please deliver checks directly to the Co-ordination Office. |
|  | **Bank Transfer** must be addressed to the |
|  | Bank Name: State Bank of India |
|  | Branch: Juhu Tara Road |
|  | Account Name: Fun and Joy at Work |
|  | Account number: 10121147261 |
|  | Swift Code: SBININBB54 |
|  | IFS Code: SBIN0001685 |
|  | Branch Address : Sri Lalita Building, Nr. Bombay Flying Club, Juhu Tara Road, Mumbai-400049 |

|  |  |
| --- | --- |
| **FOR FURTHER DETAILS CONTACT** | |
|  | **Mr. Aasif Sayed** |
|  | Co - Ordination Office: |
|  | Address :: 401 - 403, Prime Plaza Building, S. V. Road, Above TBZ Jeweller, Near Asha Parekh Hospital, Santacruz (West), Mumbai - 400 054 |
|  | T | 0091 22 26611394 - +9122 26601203 |
|  | M | 0091 9821622111 - +919821831949 |
|  | @ [secretariat@worldhrdcongress.com](mailto:secretariat@worldhrdcongress.com) / rlb@funandjoyatwork.com |
|  |  |