

**THE ASIA PACIFIC INFORMATION and COMMUNICATION TECHNOLOGY ALLIANCE
(APICTA) AWARDS**

Operations Manual

Version 4.1



Prepared by

APICTA Judging Subcommittee

August 2023

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Section 1: Introduction

This section defines the objectives of the APICTA Operations Manual which are:

- To define the responsibilities of the host economy and the member economies in the organisation and execution of the APICTA awards.
- To define the various awards categories and their judging criteria and award structure; organisational eligibility criteria for potential entries to the awards categories and the registration process for entries' submission to APICTA.
- To promote a common standard for the nomination and selection of APICTA Judges as well as a common standard for the APICTA judging process to ensure quality and, fairness in recognizing the deserving entries as nominated by the APICTA member economies.
- To be used as the mandatory reference for all matters relating to judging at the APICTA Award.
- It can also be used as reference where appropriate for a member economy which adopts the APICTA entry nomination and judging processes for its national in-country ICT awards competition. This Manual must not be used by all other entities with all IP rights reserved by Asia Pacific ICT Alliance (APICTA).
- Relevant forms for use by the entries and judges of the member economies are included in the appendices of this Manual.

Section 2: Responsibilities of the Host Economy

This section describes the basic mandatory responsibilities for an APICTA member economy to host the APICTA Awards competition.

A. Facilities and Equipment

The Host Economy shall provide the following facilities for the Judging Process:

1. Adequate number of judging rooms, total number of which depends on the number of accepted entries nominated and the Presentation Schedule that has been finalized by the Host Economy.
2. Judging rooms will be equipped with large screen projectors or flat panel screen displays.
3. High quality internet connection facilities must be made available at the judging venue for use by the delegates attending APICTA, in particular for use by the presenting entries.
4. A Secretariat room for administrative tasks.
5. A waiting room which is equipped with identical large screen projectors or flat panel screen displays as used in the judging room, for pre-presentation testing by the entries.
6. A room for Chief Judge and the Advisory Judges close to the judging area. A technical personnel familiar with the judging system should be in attendance.
7. Where appropriate a lounge for judges.
8. A registration area for entries scheduled for judging.
9. A room/area for Economic Coordinators from the member economies for ease of communication with each other, the host economy as well as with their entries.

The Host Economy will provide all relevant information of the environment and facilities related to the Presentation Schedule to APICTA member Economy Coordinators for dissemination to all their entries.

B. Secretariat

The Host Economy for APICTA Award Competition shall provide secretariat services:

1. To provide relevant information and logistics support to delegates of the member economy delegations to APICTA before their arrival and during the APICTA event, including timely visa service support, arranging meetings with the Host Economy's government and industry where relevant for the leaders of the delegations, participation of the delegations in complementary events e.g. business matching and networking sessions for delegates, sightseeing tours etc.
2. To provide facilities and logistics support to the judges and entries for the judging process;
3. To administer the registration of the entries and their timely attendance at the presentation time slot according to the Presentation Schedule laid down by the Host Economy;
4. To compile all judging scores from judges and calculate the results based on the scoring system for each category. The compiled score must be available on a timely basis to Head Judges for the categories for assessment to be able to provide the final recommendations on the Awards.

C. Press Interviews

Press interviews (which could involve photo taking, videotaping) of participants (judges, entries, Executive Committee Members and economy delegates) during the APICTA competition will be coordinated by the host economy.

D. Staffing

Ushers are made available by the Host Economy to support the judging process with the following responsibilities:

1. to guide the entry representatives(s) to the assigned judging room;
2. to provide the judge panel with the required secretarial and administrative tasks;
3. to collect from the judges the scoring sheets when available for score compilation by the Secretariat; and
4. Technical personnel familiar with the judging system should be in attendance during the judging days to support the judging panels, as well as the Chief Judge and the Advisory Judges.

E. Judging

1. A Chief Judge is appointed to oversee the entire judging process in terms of preparation and execution. Please refer to the responsibilities of the Chief Judge in Section 9C.
2. The judging process is supported by a workable and efficient online judging system.
3. There should be a reservoir of qualified judges from the host economy for emergency deployment in judging panels, due to e.g. insufficient number of judges from member economies, last minute absence of a judge.

F. Recognition of Entries for APICTA Awards

Host economy must provide:

1. Trophies of APICTA designated design for winners of the various award categories.
2. Certificates of APICTA designated design for merit awards of the various award categories
3. Certificates for the Recognition Award.
4. All APICTA entries with a Certificate of Nomination for APICTA Award signed by the Chairman of the APICTA competition from the APICTA Award Host Economy. These certificates are presented to the respective Head of Delegation from the member economies.

G. Sponsorship for APICTA Judges

In general APICTA Award Host Economy will provide:

1. Decent, comfortable and convenient accommodation for the host-sponsored judges (Maximum 3 from each APICTA economy as well as the Advisory Judges) during the APICTA Award.
2. Reimbursement of expenses where relevant for travel and accommodation of APICTA judges.
3. Complimentary admission for all judges to the Gala Dinner and other relevant functions during APICTA.

While the Host Economy has the flexibility to determine the amount of subsidy for travel and accommodation, generally it will provide complimentary accommodation and reimburse the cost of air travel not exceeding US\$ 500 each for sponsored judges provided by a member economy.

The Advisory Panel of Judges will receive the same level of courtesy as afore-mentioned from the Host Economy.

If requested by the host economy for a visit to the host economy by the Advisory Judge(s) before the APICTA competition date to assist in judging matters, a subsidy by APICTA for airfare and complimentary accommodation by the host economy is in order.

H. Distribution of the Judging Kit

The Judging Kit for the APICTA judges consisting of the APICTA Manual, Judges' Assignment and the Presentation Schedule shall be sent electronically to the APICTA judges via the Economy Coordinators by the Host economy at least 5 days prior to the APICTA Award competition date.

Section 3: Responsibilities of the Member Economy

This section provides the relevant information to the APICTA member economies on their responsibilities to participate in the APICTA Award.

A. Major Responsibilities to Participate in the APICTA Award

In addition to the agreed Frame Work of Cooperation, each APICTA member economy has at least three major responsibilities to participate in the APICTA Award:

1. Appoint the APICTA member Economy Coordinator with roles and duties as described below.
2. Nominate up to a maximum of 6 judges representing the member economy to APICTA according to the APICTA Award Judges Nomination Guideline. **Please note that an economy would be unable to send its judge(s) to APICTA unless it has nominated entry at APICTA.**
3. Register entries' nominations to the APICTA Award according to the Entry Nomination Registration Process Guideline.
4. **It is the absolute responsibility of the member economy to ensure that the nominating entries are submitted to the appropriate category.** It is highly recommended that a person within the economy, who is familiar with the definition of APICTA categories (for example, an experienced APICTA judge) to screen the nominations before submission. In case of doubt, the Panel of Advisory Judges should be consulted. Nominating an entry to “the wrong category” would potentially results in low judging scores and opportunity loss (if it were submitted to the right category).

B. APICTA Member Economy Coordinator

APICTA member economies should appoint an Economy Coordinator at least 3 months before the APICTA Award competition date. The name of the Economy Coordinator with relevant details should be submitted before the appointment deadline to the Secretariat of the APICTA Host Economy. **The Economy Coordinator Nomination Form is in Appendix 4.**

The main criteria for the selection of an Economy Coordinator is a person

1. who has been involved in the administration of local awards events;
2. who is familiar with the ICT industry in the respective economy;
3. who is familiar with the APICTA awards competition;
4. who is conversant in English;
5. who is holding a responsible position in the member economy with a successful track record in project coordination and logistics.

C. The In-country Roles and Duties of the Economy Coordinator

Serving as the key link between the member economy and the APICTA Host Economy, the in-country roles and duties of the Economy Coordinator are as follows:

- a. Coordinates all communications between the member economy and the Host Economy with regards to the APICTA event and ensures the timely distribution of relevant information to all concerned parties within the member economy including its EXCO Members, the nominate judges and nominated entries for the APICTA Award.
- b. Working with relevant personnel in the member economy who are familiar with APICTA entry eligibility criteria and categories' definitions (e.g. an experienced APICTA judge) to ensure that the nominated entries from the member economy are eligible for APICTA and eligible for the APICTA category to which they are nominated. In case of doubt, queries should be posed to the Advisory Judges for their advice.
- c. Receives user name and password from the APICTA Award Competition Host Economy to access the official APICTA web site for uploading the nominated entries' registrations.
- d. Uploads nominated entries' registrations to the official APICTA web site on or before the stipulated closing date by the APICTA Host Economy.
- e. Ensures the required documentation for judges' nominations are provided to the APICTA Host Economy before the nomination closing date.
- f. Responds and provides timely clarifications to queries from the Host Economy on relevant matters including nominated entries' and judges' qualifications.
- g. Provides to the APICTA Host Economy relevant information on visa application issues for member economies to participate in the APICTA Award competition for distribution on a timely basis to all the member economies to facilitate visa applications where necessary well ahead of the APICTA competition date, including the issue of invitation letters from the Host Economy where needed to apply for visas by the delegates.
- h. Coordinates any arrangement for travel with relevant airlines, travel agents and insurance companies which have been negotiated for dissemination to all relevant parties in the member economy.
- i. Through meetings and electronic communications provides to all delegates from the member economy all relevant information related to travel and accommodation provided by the Host Economy to facilitate travel and accommodation planning by the delegates.
- j. Ensures all relevant information about nominated entries and judges is provided to the APICTA Host Economy.
- k. Ensures the timely distribution of all information provided by the APICTA Host Economy and the APICTA Secretariat related to the Presentation Schedule to the nominated judges from the member economy as well as the accommodation details for the host-sponsored judges.
- l. Keeps the Host Economy Informed of any withdrawals of nominated entries as soon as possible when known to allow updates to the Presentation Schedule and minimize disruptions.
- m. Should keep abreast of the travel plans including their hotel information, arrival times and contact details of all entries and judges from the member economy, and communicate such information to all concerned parties in the member economy as well as that in the Host Economy.

D. Role and Duties of the Economy Coordinator during the APICTA Awards

The role and duties of the Economy Coordinator during the APICTA Awards include the following:

- a. Arrives at the Host Economy at least 1 day before the commencement of the APICTA Awards and on arrival immediately establishes communication with the Host Economy Secretariat.
- b. Attends the Economy Coordinators Meeting for mutual updates with the Host Economy and the other Economy Coordinators.
- c. Disseminates to the entries from the member economy the latest information including the up-to-date Presentation Schedule, the judging venue and registration procedures as provided at the Economy Coordinator Meeting.
- d. Collects from the Host Economy all relevant passes, tickets, invitations, updated procedures, brochures, leaflets, transportation arrangement details for all events, general instructions and special notices for dissemination, preferably through a dedicated meeting, to all delegates from the respective member economy.
- e. Be available at the judging venue throughout the judging days to assist the nominated entries and judges from the member economy to ensure the smooth running of the judging process.
- f. Provides to the delegates from the member economy timely information updates, e.g. venue or schedule changes of APICTA events, as informed by the Host Economy.
- g. Liaises with the APICTA Host Economy on all reimbursements and payments as agreed and understood.
- h. Liaises with the Host Economy on the logistics on holding press interviews for related to the delegation of the member economy.
- i. Looks after the overall welfare and wellbeing of the delegates from the member economy at APICTA.
- j. Generally maintains confidentiality of any personal and judging issues that come to his or her attention.

SECTION 4: APICTA Award Categories

INTRODUCTION

4.1 APICTA entries have to enter in one of the five Head Categories, namely

- **CONSUMER,**
- **INCLUSIONS AND COMMUNITY SERVICES,**
- **INDUSTRIAL,**
- **BUSINESS SERVICES,**
- **PUBLIC SECTOR AND GOVERNMENT**

OR

If relevant, STUDENTS' PROJECT Category with its three streams of

- **JUNIOR STUDENT (primary school to junior secondary school (to Year 9))**
- **SENIOR STUDENT (last three years of secondary school before university)**
- **TERTIARY STUDENT PROJECT (undergraduate)**

4.2 Below are the APICTA Award Category Framework and the details of the Head Categories and the Students' Project Category, together with the Cross-Category Awards and the Technology Awards.

4.3 Entries to the Students' Project Category and entries to the Head Categories are mutually exclusive.

4.4 Additionally and optionally, subject to eligibility, a nominated entry to a Head Category can enter in the Cross-Category Awards of

- **RESEARCH AND DEVELOPMENT PROJECT OF THE YEAR**

OR

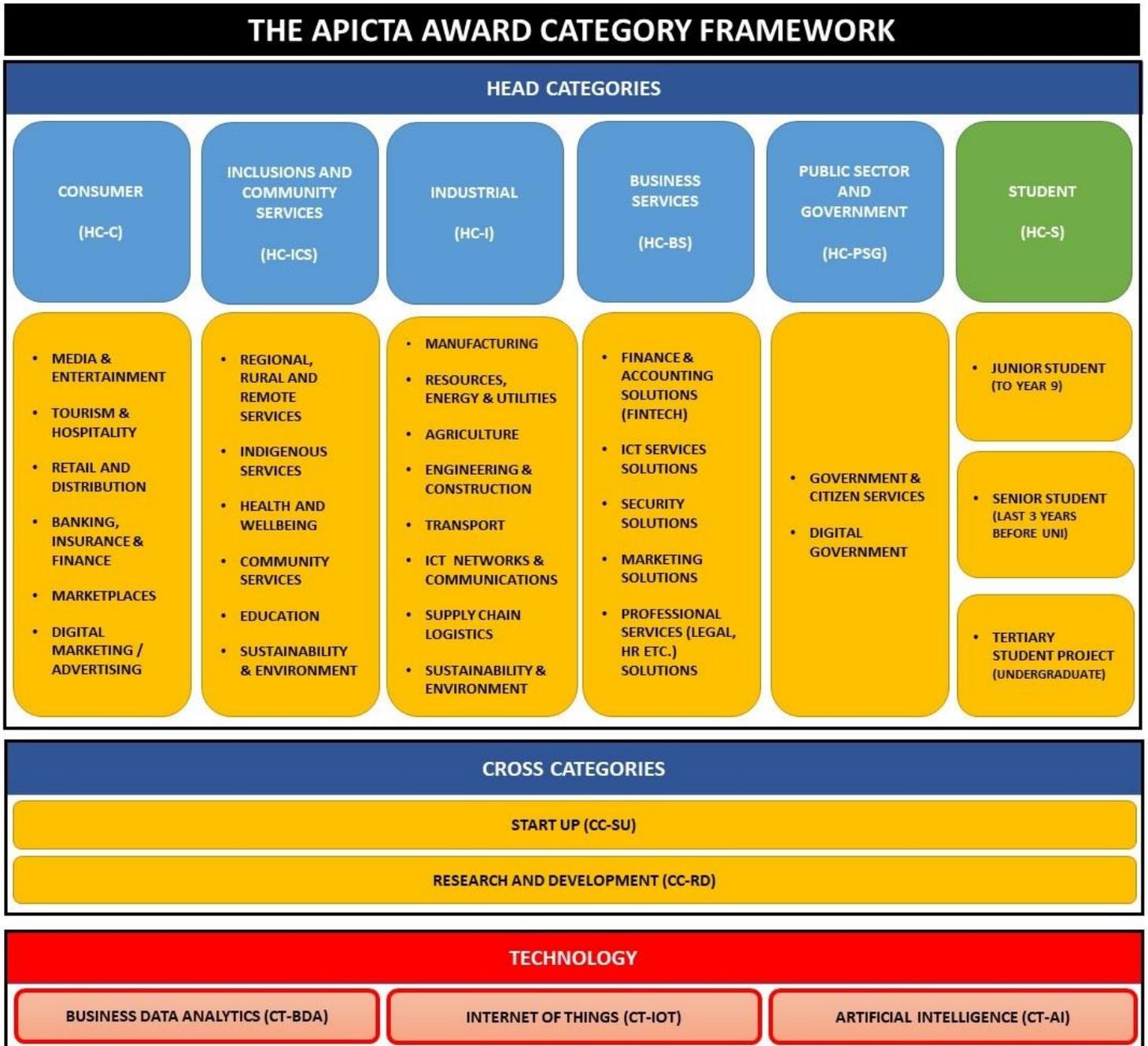
- **START-UP OF THE YEAR** (for the organisation which develops the application or product or service of the nominated entry)

4.5 Additionally and optionally, a nominated entry to a Head Category can, if relevant, also enter in the **Technology Awards** of

- **BUSINESS DATA ANALYTICS TECHNOLOGY OF THE YEAR, or**
- **INTERNET OF THINGS TECHNOLOGY OF THE YEAR, or**
- **ARTIFICIAL INTELLIGENCE TECHNOLOGY OF THE YEAR.**

The Technology awards may change depending on industry trends; however the head and cross-category awards should remain the same. Any changes to be effected will require recommendations from the Judging Subcommittee for endorsement by Exco.

4.6 Each of the 5 Head Categories, the 2 Cross-Category Awards, the Technology Awards, and the 3 sub-categories of the Students' Project Category, will have its own judging panel. Additional judging panels would be created to efficiently handle the workload if a large number of entries is submitted to a category.



4.7 Head Categories

Head Category	Long Descriptor	Short Descriptor	Solution Categories
Consumer (HC-C)	<p>For projects, products and services that targets or empowers consumer choice or engagement across all markets, including: Retail; Media; Entertainment; Arts and Culture; Gaming; Tourism; Banking, Insurance & Finance (retail); Marketplaces including smart home, transactions for properties, goods and services.</p> <p>Consumer focused industries are fast moving and highly competitive. Digital innovation enables economic participants to respond rapidly to market requirements, bypassing limitations including, for example, production and logistics.</p>	<p>For projects that target consumers across all markets.</p>	<ul style="list-style-type: none"> • Media & Entertainment • Tourism & Hospitality • Retail and Distribution • Banking, Insurance & Finance • Marketplaces including smart home, transactions for properties, good and services • Digital Marketing / Advertising

Head Category	Long Descriptor	Short Descriptor	Solution Categories
Inclusions & Community Services (HC-IC)	<p>For projects, products and services that target niche markets in order to break down the barriers that prevent some members of the community from fully participating in (and contributing to) society as well as projects, products and services that enhance the quality of life, wellbeing and education of our general community .</p> <p>Innovations may be from: Urban, Rural and Remote Services; Indigenous services, eLearning & education; Health and Wellbeing; Sustainability and Environment; NGOs; Disability Sector; Sport.</p>	<p>For projects that target niche markets in order to break down the barriers that prevent some members of the community from fully participating in (and contributing to) society.</p>	<ul style="list-style-type: none"> • Regional, Rural and Remote Services • Indigenous Services • Health and Wellbeing • Community Services • Sustainability and Environment • Education
Industrial (HC-I)	<p>For solutions that deliver automation through the integration of systems, technologies and processes for the following sectors includes but not limited to:</p>	<p>For solutions that deliver automation through the integration of systems, technologies and processes in the commodities sector.</p>	<ul style="list-style-type: none"> • Manufacturing • Resources, Energy & Utilities • Agriculture • Engineering & Construction

Head Category	Long Descriptor	Short Descriptor	Solution Categories
Business Services (HC-BS)	<p>Agriculture; Mining; Oil & Gas; Energy Utilities; Manufacturing; Engineering & Construction; ICT Networks & Communications, Transport; Logistics; Sustainability & Environment.</p> <p>Industrial activity is focussed on next generation improvement, supporting the development and competitiveness of the marketplace. Digital productivity is core to optimising processes, reducing costs and to developing new product offerings.</p>	<p>For solutions that drive businesses to function more productively and competitively.</p>	<ul style="list-style-type: none"> • ICT Networks & Communications • Transport • Supply Chain Logistics • Sustainability & Environment • Finance & Accounting solutions (Fintech) • ICT Services solutions • Security solutions • Marketing solutions • Professional Services (legal, HR etc.) solutions

Head Category	Long Descriptor	Short Descriptor	Solution Categories
Public Sector and Government (HC-PSG)	<p>For services the core value of which is to deliver the digitisation of citizen services and improve efficiencies in the machinery of government. Solutions will be developed by all levels of government or government in collaboration with industry partners. Only nominations from Government owned or controlled entities or Government led delivered can apply.</p> <p>This Award is presented for outstanding ICT innovation dedicated to delivering improved government service delivery or other Digital initiatives for the public.</p>	<p>For services that deliver the digitisation and improvement of citizen services and to improve efficiencies in the machinery of government.</p>	<p>Citizen Services</p> <p>Government Citizen Services is about Digital Services to public and individual citizen.</p> <p>Digital Government</p> <p>Digital Government is about managing Digitalization within Government Offices to achieve maximum working efficiencies. The main operative word is “within” the Government.</p>

4.8 Students' School Project

Streams	Descriptor
Junior Student (HC-JS)	<p>For the most outstanding Digital project undertaken by a student or group of students who are studying up to/including grade 9.</p> <p>Generally refers to ICT projects by students involved in formal education prior to entering a tertiary institution, for example a university. While this category is generally aimed at secondary school (junior) student projects, entries from primary schools are not excluded, though it should be made clear to the primary school students that the same judging standards and criteria are applied equally to both primary and secondary school projects.</p>
Senior Student (HC-SS)	<p>For the most outstanding Digital project undertaken by a student or group of students who are in the last three years of secondary education before college or university.</p>
Tertiary Student Project (HC-TSP)	<p>This award recognises the most outstanding project undertaken by a tertiary (undergraduate) student or a group of students.</p> <p>Any Information and Communication Technology project or research performed by a student or a group of students who are registered as active undergraduate students in a higher-learning institution, such as college or university during the APICTA Award competition or within 1 year period from his or her graduation date by providing proof of graduation certificate during delivery of the presentation.</p>

4.9 Cross Categories & Technology Awards

Each entry entering in a Head category may also, if eligible, to receive a Technology award and/or a Cross Category award. An entry may not necessarily win a Head category award but may still be able to win a Cross Category and/or Technology award.

Cross Category awards will identify innovation excellence in Start Up and Research and Development projects.

Technology awards recognise innovation in:

- Business Data Analytics
- Internet of Things
- Artificial Intelligence

Cross Category	Long Descriptor	Short Descriptor
Research & Development Project of the Year (CC-RDP)	<p>Any Information and Communication Technology research and development, conducted by academic, non-academic institutions, or individuals to create innovative products, processes, and services. Such innovations are incomplete and yet to be marketed even though their features and functionalities can be demonstrated.</p>	<p>For outstanding Digital Research & Development (including postgraduate tertiary student research)</p>
Start Up of the Year (CC-SU)	<p>For outstanding innovation by a company in the start-up phase of development. The company will have developed an innovative and potentially superior ICT solution and the company itself is still considered at the early stage of inception.</p> <p>In order to be considered for this award, the following criteria must be met:</p> <p>The company registration date with the Government's Company registration must not be more than three (3) years from the date of the APICTA competition; First slide of the startup presentation should show documentary evidence, e.g. government business registration certificate with the date of incorporation, which authenticate its established date eligibility, if necessary accompanied by an English translation of the relevant key messages.</p> <ul style="list-style-type: none"> • The individual founder(s) of the company and/or the product developers must still be a major shareholder(s) of the company; and • The company must not be a subsidiary of an established parent company 	<p>For outstanding Digital innovation by a company in the start-up phase of their development.</p>

Technology Awards	Long Descriptor	Short Descriptor
<p>Business Data Analytics Technology of the Year (CT-BDA)</p>	<p>Here “Business” is interpreted in a broad sense to include both public and private sector organisations as well as NGOs, with technology which utilises large volumes of data – both structured and unstructured that result in strategic analysis and better decisions. This may include advanced data analytics and unique algorithms.</p> <p>It must demonstrate that the datasets are large enough to necessitate high-level programming skill and statistically defensible methodologies in order to transform the data asset into something of value.</p>	<p>Technologies developed which utilises large volumes of data – both structured and unstructured – that result in strategic analysis and better business decisions.</p>
<p>Internet of Things Technology of the Year (CT-IOT)</p>	<p>The use of IoT technologies for the inter-connectedness of physical devices to enable solutions to extract data or to create new information to improve efficiencies, accuracy and/or economic benefit and reduced human intervention.</p> <p>These include new methods to enable businesses, governments, and consumers to connect to their IoT devices, sensor technology and smart technology including remotes, dashboards, networks, gateways, analytics, data storage, and security.</p>	<p>The use of IoT technologies to create new abilities to extract data or to create new information to improve efficiencies, accuracy and/or economic benefit and reduced human intervention</p>

Technology awards	Long Descriptor	Short Descriptor
<p>Artificial Intelligence Technology of the Year (CT-AI)</p>	<p>Artificial Intelligence (AI) is used to perform operations analogous to learning and decision making in humans. Examples may include expert systems, robotics, self learning or programs for the perception and recognition of shapes in computer vision systems.</p> <p>Typically, technologies should address central problems or goals of AI research include reasoning, knowledge, planning, learning, natural language processing (communication), perception and the ability to move and manipulate objects</p>	<p>For solutions which utilise Artificial Intelligence (AI) is used to perform operations analogous to learning and decision making in humans</p>

Section 5: Guidance to Nomination of Entries

This section provides the relevant information to all APICTA member economies to nominate organisations (which include companies, and local/national accredited academic institutions e.g. school, university, research institution) and their products and applications as entry nominations to the APICTA Award, on general organisational eligibility and on eligibility for the different categories of award.

While the eligibility of local/national accredited academic institutions are quite straight forward, the general eligibility of companies is elaborated below.

GENERAL ELGIBILITY

A. Company Eligibility to Be Nominated

The Company Eligibility guideline describes the criteria and attributes for company eligibility to submit their entry nomination for APICTA Award competition.

The companies which are eligible to nominate their ICT applications and products must meet the following criteria:

1. The company must be locally registered in the respective APICTA member economy.
2. The company can be a 100% local company, or
3. A joint venture between a local company and a foreign company. The foreign company in the joint venture can be either a company(ies) registered in the APICTA member economy or a company(ies) from outside the APICTA member economy. Local shareholders must own at least 51% of the total shares.

B. Entry Eligibility to be Nominated

The product or application for APICTA entry nomination must meet the following criteria:

1. The Intellectual Property Right for the product or application must be owned by the company which is eligible to be nominated according to the Company Eligibility guideline, or its Intellectual Property Right is owned by the offshore parent of the local company where the majority owner shareholding is the local company.
2. At least 51% of the development efforts, including research and development and design, must have been undertaken within the APICTA member economy from where the application is submitted.

C. Non Eligible Entry Nomination

The followings are non-eligible for entry nomination:

1. A product, of which the main R&D and design efforts have been undertaken in non-APICTA member economy or of which the company being nominated within the APICTA member economy is providing code-cutting outsourced services.
2. An entry which has won an APICTA Award during one of the last three APICTA competitions is not eligible as a new entry. In addition, substantial enhancements must have been made on the original winning entry for it to be considered eligible as a new entry. Any such consideration and decision will be at the discretion of the APICTA Judges Subcommittee.

D. The Right Entry for the Right Category

It is the absolute responsibility of the member economy to ensure that the nominating entries are submitted to the appropriate category. It is highly recommended that a person within the economy, who is familiar with the definition of APICTA categories (for example, an experienced APICTA judge) to screen the nominations before submission. In case of doubt, the Panel of Advisory Judges should be consulted. Nominating an entry to “the wrong category” would potentially results in low judging scores and opportunity loss (if it were submitted to the right category).

E. Specific Guidance to the Nomination Process for the Various Categories/Awards

1) CATEGORY: STUDENTS' PROJECT (details please refer to Section 4.9)

- Please ensure eligibility of entries to the 3 streams of
 - **JUNIOR STUDENT** (primary school to junior secondary school (to Year 9))
 - **SENIOR STUDENT** (last three years of secondary school before university)
 - **TERTIARY STUDENT PROJECT** (undergraduate)
- Each economy can nominate a maximum of 3 entries per stream.
- **Entries to the Students' Project Category are exclusive, and not eligible to enter to any other category awards.**
- The nomination form will also ask for the application nature of the entry e.g. Consumer, Industrial, etc. as reference, in case when the number of entries in a subcategory is so numerous that additional judging panel(s) needs to be formed to judge logical grouping of applications/products of similar nature.
- The nomination for each entry will incur a registration fee of US\$25.

2) CATEGORY – HEAD CATEGORIES of

- **CONSUMER,**
 - **INCLUSION AND COMMUNITY SERVICES,**
 - **INDUSTRIAL,**
 - **BUSINESS SERVICES,**
 - **PUBLIC SECTOR AND GOVERNMENT**
- Please refer to details in Section 4.8.
 - Except for entries to the STUDENTS' PROJECT Category, **all entries MUST enter in one of these 5 Head Categories** relevant to the application, product, project or service offered by the entry.
 - **Entries to the Head Categories are open to all organisations (which include companies and academic institutions).** For example, a postgraduate/research team of a university, or even a perceivably and exceptionally innovative project by an university undergraduate team, can enter its project/product as an entry to one of the 5 Head Categories, and such entry if relevant and eligible, also be optionally nominated to one of Cross Categories, and/or optionally be nominated to one of the 4 Technology Categories.
 - **An entry is allowed to be nominated to only ONE Head Category.**

- **While an economy can submit up to a maximum of 9 entries to each of the 5 Head Categories, the total number of entries to these 5 Head Categories must not exceed 35.**

- The nomination form will also ask for the application nature of the entry e.g. for the Consumer Head Category, whether it is relevant to Media & Entertainment; Tourism & Hospitality; Retail and Distribution; Banking, Insurance & Finance; Real Estate; etc. as reference, in case when the number of entries to a Head category is so numerous that additional judging panel(s) needs to be formed to judge logical grouping of applications/products of similar nature. It is important that the application nature is specified.

- The nomination for each entry will incur a registration fee of US\$25.

3) CATEGORY – CROSS-CATEGORY AWARDS

- **If eligible (details in Section 4.10)**, an entry to the Head Categories is optionally allowed to enter in **ONE** of the Cross-Category awards of

- **RESEARCH AND DEVELOPMENT PROJECT OF THE YEAR**

OR

- **START-UP OF THE YEAR** (for the organisation which develops the application or product or service of the nominated entry)

- Please ensure eligibility of the entry (Section 4.10) before nomination.

- Each economy can nominate up to a maximum of 3 entries for each of the 2 cross-category awards.

- The nomination form will also ask for the application nature of the entry, e.g. consumer, industrial, inclusion and community services, etc. as reference, in case when the number of entries to a cross-category award is so numerous that additional judging panel(s) needs to be formed to judge logical grouping of applications/products of similar nature.

- The nomination for each entry will incur a registration fee of US\$25.

4) CATEGORY – TECHNOLOGY AWARDS

- If the technology deployed in an entry to a Head Category is believed to be exceptionally innovative, such an entry, where relevant (details in Section 4.10), is optionally allowed to be nominated for **ONE** of the following Technology Awards

- **BUSINESS DATA ANALYTICS TECHNOLOGY OF THE YEAR**
- **INTERNET OF THINGS TECHNOLOGY AWARD OF THE YEAR**
- **ARTIFICIAL INTELLIGENCE TECHNOLOGY OF THE YEAR**

- Each economy is allowed to nominate up to a maximum of 3 entries to each of the four Technology Awards.

- The nomination for each entry will incur a registration fee of US\$25.

F. In Summary

1. The three streams of the Students' Project Category

- **JUNIOR STUDENT** (primary school to junior secondary school (to Year 9))
- **SENIOR STUDENT** (last three years of secondary school before university)
- **TERTIARY STUDENT** (undergraduate)

are respectively open to eligible students as defined. Entries to the Students' Project Category are not eligible to be considered for any other APICTA Award categories.

2. Other than the afore-mentioned students' entries, ALL entries MUST enter in one (ONLY ONE) of the five Head Categories. Entries to the Head Categories are open to ALL organisations (which include companies and academic institutions)

3. While an economy can submit up to a maximum of 9 entries to each of the 5 Head Categories, the total number of entries to these 5 Head Categories must not exceed 35. Therefore, theoretically the maximum number of unique (different) entries nominated by an economy stands at 44 entries.

4. To put it simply,

- An entry is entered to just a **Head Category** (incurring an entry nomination registration cost of US\$25), **OR**
- An entry is entered to a **Head Category**, **AND** also, if eligible, optionally nominated for **ONE of the two cross categories** of the Research and Development Project of the Year and Start-Up

of the Year (with nomination to two categories the entry registration fee here is US\$50 in total) ,
OR

- An entry is entered to a **Head Category**, **AND** also optionally nominated for **ONE of the two cross categories** of the Research and Development Project of the Year and Start-Up of the Year, **AND** also optionally nominated, if relevant, for **ONE of the Technology Awards** (Business Data Analytics, Internet of Things, Artificial Intelligence,) of the Year. With nomination to three categories the entry registration fee here is US\$75 in total.
5. Therefore, an entry (other than the students' project entries) can be considered, if eligible and relevant, for a maximum of three awards (Head Category, Cross Category and Technology Category).
 6. In the event that an entry is nominated for multiple categories, presentation to each of the category's judging panel would be required. As the judging criteria is different for each category, it is strongly advised that different presentations with relevant focus should be given taking into account the specific judging criteria for each category nominated.

Section 6: The Registration Process for Entry Nomination

This section provides the relevant information to APICTA member economies for the nomination and registration process for entries to the APICTA competition.

5. The APICTA Award competition Host Economy provides for registration of entries from APICTA member economy at the relevant APICTA web site.
6. The registration period will be opened at least **60 days before the APICTA competition date** and will be **closed at least 30 days prior to the APICTA competition date**.
7. APICTA member economy should submit registration details for its entries through its economy coordinator using the prevalent APICTA Award competition registration process.
8. **It is the absolute responsibility of the member economy to ensure that the nominating entries are submitted to the appropriate category. It is highly recommended that a person within the economy, who is familiar with the definition of APICTA categories (for example, an experienced APICTA judge) to screen the nominations before submission. In case of doubt, the Panel of Advisory Judges should be consulted. Nominating an entry to “the wrong category” would potentially results in low judging scores and opportunity loss (if it were submitted to the right category).**
9. In consultation with the Advisory Panel of Judges, the APICTA Host Economy finalizes the schedule for the judging sessions of each category (“the Presentation Schedule”).
10. APICTA Host Economy will provide the Presentation Schedule to the Economy Coordinators at least 15 days before the APICTA Award competition.
11. Economy Coordinators have the mandatory obligation to disseminate the Presentation Schedule to all entries from their respective Member Economy.

As different APICTA events might use different processes for entry information submission, samples of Entry Nomination Forms, together with guidance information, are provided in Appendix 5.

Section 7: Judging Criteria and Attributes

This section provides the guidelines for judges - the criteria and weightings and the criteria's attributes and weightings - to be used in judging process in the APICTA Award competition.

A. Head Categories

Head Category: Consumer (HC-C)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	25%	Technology and Innovation	60%
		Trend Setting, creativity	40%
Market Potential	25%	Market Share & Potential	60%
		Business and Financial Model/Strategy	40%
Functionalities and Features	25%	User Requirements	50%
		Compatibility and Interoperability	50%
Quality & Application of Technology	25%	Content & Standard	60%
		Product Stability & Reliability	40%

Head Category: Inclusions and Community (HC-IC)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	25%	Technology and Innovation	40%
		Trend Setting	60%
Value to Community & Society at large	30%	Accessibility & Reach	50%
		Social Integration & Impact on Quality of Life	50%
Functionalities and Features	25%	User Requirement	50%
		Compatibility and Interoperability	50%
Quality & Application of Technology	20%	Content & Standards	60%
		Product Stability & Reliability	40%

Head Category: Industrial (HC-I)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	30%	Technology and Innovation	60%
		Trend Setting, creativity	40%
Market Potential	20%	Market Share & Potential	60%
		Business and Financial Model/Strategy	40%
Functionalities and Features	30%	User Requirement	50%
		Compatibility and Interoperability	50%
Quality & Application of Technology	20%	Content & Standard	60%
		Product Stability & Reliability	40%

Head Category: Business Services (HC-BS)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	25%	Technology and Innovation	60%
		Trend Setting, creativity	40%
Market Potential	20%	Market Share & Potential	60%
		Business and Financial Model/Strategy	40%
Functionalities and Features	25%	User Requirements	50%
		Compatibility and Interoperability	50%
Quality & Application of Technology	30%	Content & Standard	60%
		Product Stability & Reliability	40%

Head Category: Public Sector and Government (HC-PSG)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	25%	Technology and Innovation	60%
		Trend Setting, creativity	40%
Value to Public/ Government	30%	Accessibility & Reach	50%
		Transparency & Impact on Quality of Life	50%
Functionalities and Features	25%	User Requirement	50%
		Compatibility and Interoperability	50%
Quality & Application of Technology	20%	Content & Standards	60%
		Product Stability & Reliability	40%

Head Category: STUDENTS' Project (HC-S): Junior Students, Senior Students, Tertiary Students
(Undergraduate)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	15%	Application of Technologies	50%
		Innovation	50%
Proof of Concept	15%	Understanding of the Problem to be Solved	50%
		Understanding of Business Environment	50%
Functionalities and Features	15%	User Requirement	50%
		Compatibility and Interoperability	50%
Quality	30%	Content & Standards	60%
		Product Stability & Reliability	40%
Presentation	25%	Organization of Presentation	50%
		Enquiries	50%

B. Cross Categories

Start-Up of the Year (CC-SU)

Judging Criteria	Weighting	Attributes	Weighting
Business Model & Financials	30%	Funding	50%
		Scalability of operations	50%
Client Reach	15%	Quality / type of clients	50%
		Satisfaction	50%
Execution – Team Composition - Implementation	20%	Scalability of Operation	50%
		Team Composition	50%
Investment Viability	10%	Quality of Customer Base	50%
		Market Share / Potential	50%
Unique Selling Proposition	25%	Market Entry Barrier/IPR	50%
		Competitive Advantage & Differentiation	50%

Research and Development Project of the Year (CC-RD)

Judging Criteria	Weighting	Attributes	Weighting
Uniqueness	30%	Technology and Innovation	60%
		Trend Setting, creativity	40%
Proof of Concept	30%	Commercial Potential	50%
		Pilot Trial	50%
Functionalities and Features	20%	User Requirement	50%
		Compatibility and Interoperability	50%
Quality & Application of Technology	20%	Content & Standards	60%
		Product Stability & Reliability	40%

C. Technology Categories

Business Data Analytics (CT-BDA)

Judging Criteria	Weighting	Attributes	Weighting
Security	30%	Solution architecture and/or platform design	60%
		Compliance / adherence to security standards	40%
Creativity	30%	Process of Data Mining, Algorithm Used and Results Management	50%
		Elements of Predictive & Prescriptive Analytics	50%
Scale	20%	Proof of how solution will scale and adopt to business needs	50%
		Seamless Data & Process Integration	50%
Openness Integrability	20%	Demonstrate compliance to industry standards	60%
		Integration of third party solutions to enhance and/or monitor	40%

Internet of Things (CT-IOT)

Judging Criteria	Weighting	Attributes	Weighting
Security	30%	Solution architecture and/or platform design	60%
		Compliance / adherence to security standards	40%
Creativity	30%	Purpose & Ease of Use	50%
		Area of deployment for efficiencies and advantage points	50%
Scale	20%	Proof of how solution will scale	50%
		Ease of deployment and productivity & Integration for business use	50%
Openness Integrability	20%	Demonstrate compliance to industry standards	60%
		Integration of third party solutions to enhance and/or monitor	40%

Artificial Intelligence (CT-AI)

Judging Criteria	Weighting	Attributes	Weighting
Security	30%	Solution architecture and/or platform design	60%
		Compliance / adherence to security standards	40%
Creativity	30%	Solving or enhancing processes, capabilities and efficiencies	50%
		Methodologies used in producing results, self learning	50%
Scale	20%	Proof of how solution will scale	50%
		Ease of deployment and	50%
Openness Integration	20%	Demonstrate compliance to industry standards	60%
		Integration of third party solutions to enhance and/or monitor	40%

Section 8: The Scoring System

This section provides details on the scoring calculation system for the APICTA Award competition.

A. Framework and Formula of Scoring System

1. The APICTA scoring system consists of Judging Criteria and Attributes for each Judging Criteria.
2. The Judging Criteria has its appropriate weighting system for each Entry Category.
3. Each Attribute for the Judging Criteria has its weighting system for each Judging Criteria.
4. A Judge must fill in the score for attributes only and the system will calculate the total score for each Judging Criteria based on the formula,

$$\text{Score of Judging Criteria } i = \text{sum of (weighting of the score attribute } n \times \text{score for attributes } n)$$

5. Total score for each Entry Nomination per Judge can be obtained using formula as follows,

$$\text{Score per Entry Nomination per Judge} = \text{sum of (weighting per Judging Criteria } i \times \text{Score of Judging Criteria } i)$$

6. Total score to each Entry Nomination will be calculated based on the formula

$$\text{Total score for Entry Nomination from all Judges} = \text{sum of score per Entry Nomination per Judge} / \text{Number of Judges}$$

B. Scoring Value per Attribute

- 1-2 = Makes No Attempt to meet the Attributes
- 3-4 = Attempts to meet 25% of the Attributes
- 5-6 = Achieves 50% of the Attributes
- 7-8 = Achieves more than 75% of the Attributes
- 9-10 = Exceeds all Attributes

0 is not allowed to be used by Judge to score to any attribute.

Section 9: The Judging Process

This section describes the judging session and process during the APICTA Award competition.

A. Entry Registration for the Judging Session

- a. Each entry nominee must report to the judging secretariat at least 15 minutes before the scheduled presentation time.
- b. The judging secretariat will register the entry nominee attendance and guide them to the waiting room.
- c. Usher from the judging secretariat will guide the entry nominee to the judging room for the scheduled presentation.

B. Presentation Time

For ALL CATEGORIES

- 3 minutes for presentation equipment set-up;
- 10 minutes for presentation and demo;
- 10 minutes for questions and answers;
- 2 minutes to disassemble the presentation equipment;

Total: 25 minutes

C. Maximum Number of Presenters per Entry

A maximum of 5 presenters per entry are allowed. Additionally for the Students' Project an observer (the project mentor or supervisor) is allowed to be present.

D. Observers

Observers to all judging sessions are not allowed, except

- (i) for the Students' Project Category, the supervisor or mentor for the entry is allowed; or
- (ii) from a newly joined economy of APICTA who can have observers for familiarisation in the APICTA event immediately following its joining date.
or
- (iii) with the approval of the Chief Judge.

An observer, if allowed to be present, should strictly just observe, and not participate in any way throughout the judging process.

E. Number of Judges and Scoring Online

- a. Presentation from an entry nominee must be made to the relevant Judging Panel composed of at least 3 judges led by the designated Head Judge of the Panel.
- b. It is mandatory and the responsibility of all judges to enter the scores in the online judging system.
- c. The scoring must be completed by the end of the judging process for each respective category.
- d. It is the responsibility of the Head Judge to submit the final scores to the Secretariat addressed to Chief Judge as soon as the judging process completed.
- e. To maintain consistency in the judging of each category, it is strictly forbidden to change membership of the judging panel unless under very special circumstances (i.e. illness of a judge, significant conflict of interest, etc.). Replacing judge(s) during the APICTA Award competition process is solely the authority of the Chief Judge.

F. Language

English is the mandatory language to be used for both Judges and Nominees during the judging process.

G. Photographing, Video and Tape Recording during the Judging Process

Absolutely no pictures (photo taking), video or audio taping by entry's representatives is allowed during the judging sessions.

This judging process is intended for APICTA Award competition; however it may also be applicable to APICTA member economies for their in-country ICT Award competition.

Section 10: The Decision Process for Granting Awards

This section provides the guideline for judges to select Winner, Merit and Recognition Awards during the APICTA Award competition.

A. WINNER and MERIT Awards

1. The Winner Award for each category judging panel is determined and based on the entry with the highest total score with minimum score of **7.000** (non rounded number at 3 decimal significant value – x.xxx).
2. Generally 2 Merit Awards (maximum) for each category judging panel are determined and based on an entry (entries) with total score which is not less than 95% (non rounded number at 3 decimal significant value – x.xxx) from the score of the Winner and with a minimum score of 6.650. Entries with the highest and the second highest score satisfying the afore-mentioned criteria can be considered for the Merit Award.
3. There can only be a maximum of 2 merit Awards per category judging panel, with the following exceptions:
 - for the Senior Students and Junior Students judging panel of the Students' Project Category, there is no restriction in the number of Merit Awards.
 - for the Tertiary Students judging panel of the Students' Project Category, a maximum number of 5 merits is allowed.
 - for the Start-Up of the Year judging panel, a maximum of 3 merits is allowed.

Those entries qualified for Merit Award consideration must have a score of 6.650 and above.

4. In the case where there is no Winner Award for a category, Merit Award can be considered for entries with minimum total score **of 6.650** (non rounded number at 3 decimal significant value – x.xxx). A maximum of two Merit Awards in this case can be awarded.
5. If there is no Winner Award in a category, and all entries have a total score which is less than 6.650, consideration can be given for a Merit Award. In this case, only 1 Merit Award is allowed.

B. Recognition Award

Recognition Award will be presented for encouragement to a member economy whose entries are not awarded any Winner or Merit Award during the APICTA Award competition. At the Final Judges Meeting, the Chief Judge, in consultation with the member economy, proposes the Recognition Award for an entry from the member economy. The entry with the highest total score among all the entries from the member economy would be a good basis for consideration of the Recognition Award.

Section 11: Nomination of Judges for APICTA Award Competition

This section provides essential information for APICTA member economy to select and nominate Judge(s) for APICTA Award competition.

A. Judge(s) Selection Process and Procedure

1. APICTA member economy, through the in-country organisation responsible for APICTA Award competition, proposes candidates or calls for candidate nomination to be proposed as APICTA judges.
2. ICT Associations, academics, government institutions and business communities can nominate candidates for APICTA judges with submission of their credentials.
3. In-country organisation responsible for APICTA Award competition selects the proposed APICTA judges based on the candidates' credentials and the competencies requirements.
4. The proposed judges to fill in the Judge Nomination Form (Appendix 2).
5. The economy coordinator of the APICTA member economy submits the APICTA Judge Nomination forms to the APICTA Host Economy.
6. Once selected, the judges are asked to sign the Judges Code of Ethics Declaration form. (Appendix 1)
7. If the nominations are accepted by the Host Economy, the nominated Judges will be informed, through the APICTA member economy coordinator.

B. Mandatory Requirements for APICTA judge

The following are the mandatory requirements for a person or professional for consideration as an APICTA judge:

- a. Must have at least 10 years experience in the area of ICT industry.
- b. Must have strong educational background.
- c. Must have relevant expertise in a number of specialized areas, e.g. in Business (finance, sales & marketing, production) or technical or operational expertise, or research & development or training and education.
- d. Must be conversant in English.
- e. Must have strong leadership.
- f. Must have experience in award judging.
- g. Agree to sign and fulfill the obligation as mandated by the APICTA Judges Code of Ethics Declaration Form.

C. APICTA Judge(s) Nomination Schedule

It is **mandated** that APICTA judge nominations from APICTA member economy must be received by the APICTA Host Economy at least **75 days prior to the APICTA Award** competition date.

D. Number of APICTA Judges Contributed by APICTA Member Economy

1. Each APICTA member economy is allowed a maximum of 6 APICTA judges representing the member economy, 3 of whom are sponsored by the APICTA Host Economy with the remaining judges sponsored by the member economy.
2. **An economy would be unable to send its judge(s) to APICTA unless it has entry at APICTA.**

E. Responsibilities of the Member Economy

1. The APICTA member economy coordinator should provide the profile summary of each Judge being nominated. The summary should at least provide the information related to the candidate's
 - a. Academic qualifications
 - b. Work experience
 - c. Areas of expertise
 - d. Preferred categories as an APICTA judge
2. It is the APICTA member economy responsibility to ensure that the Judges are committed to perform their duties fairly and ethically as mandated by the APICTA judging process and the Judges Code of Ethics.
3. While preference is given by the host economy to consider experienced judges in APICTA competition, nominations of a combination of experienced judges and new judges to APICTA are welcome from member economy for new insight and grooming of future APICTA judges.

F. Responsibilities of APICTA Host Economy

1. The Host Economy will compile and circulate information related to all nomination of judges to the Judging Subcommittee to seek advice on the selection of APICTA judges.
2. Chief Judge, with advice from the Judging Subcommittee, will confirm the selection of the APICTA Judges and inform each APICTA member economy coordinator of the outcome.
3. Host economy will announce the list of selected APICTA judges **30 days prior to the APICTA Award Competition date.**
4. It is the discretion of the Host Economy whether to accept any change of judges proposed by a member economy, after the list of selected APICTA judges has been announced and before the APICTA Award event date.

Section 12: APICTA Awards Competition Judges' Governance

This section provides the framework for APICTA Award Judge Governance and Judges' responsibilities.

A. Advisory Panel of Judges

There is an Advisory Panel of Judges to advise/assist the Chief Judge before and during the APICTA Awards. The Advisory Panel of Judges is appointed each year by the Executive Committee at the Executive Committee meeting preceding the Main APICTA event of each year. The Panel will comprise of the following three members:

- a) A past Chief/Head Judge
- b) Chairman or a member of the Judging Subcommittee
- c) The Chief Judge of the next APICTA awards or an experienced APICTA judge nominated by the Executive Committee, and
- d) Other qualified ad-hoc members as approved by APICTA EXCO.

Responsibilities of the Advisory Panel

- a) Provide advice to the Chief Judge on all relevant judging matters including the selection of Head Judges.
- b) Advise the Chief Judge on disputes and clarifications on the Judging Manual and any judging issues before and during the judging process.
- c) Recommend any improvements to the judging process for future APICTA Awards.
- d) If requested by the host economy, a visit is required to the host economy by the Panel of Advisory judges before the APICTA competition date to assist in judging matters, a subsidy by APICTA for airfare and complimentary accommodation by the host economy are in order.
- e) All members of the **Panel do not serve as a judge at the prevailing APICTA Award.**

B. Appointment of Chief Judge by Host Economy

APICTA Host Economy must appoint Chief Judge with the following attributes:

1. has extensive an experience as a judge in ICT awards;
2. has strong leadership and management skills. committed to attend the Judge Subcommittee meeting preceding the APICTA competition;
3. agrees to sit as an observer during the judging process in any category in the preceding APICTA competition before his or her economy becomes the host of the following APICTA competition.

C. Responsibilities of Chief Judge

1. Oversees the organisation and the execution of the judging process for the APICTA awards, including, with the support of the APICTA Judging Subcommittee and relevant past APICTA host economies, the implementation of a workable and efficiency online judging system for the judging process.
2. Creates a reservoir of qualified judges from the host economy for emergency deployment in judging panels, e.g. insufficient number of judges from member economies to meet demand, last minute absence of a selected judge.
3. Announces the list of APICTA judges 30 days prior to the APICTA Award Competition date.
4. Finalizes the judging schedules for all categories and assignment of judges for the different categories based on their background and expertise, and distribute such information to APICTA member economy coordinators 15 days prior to the APICTA Award Competition date.

5. In consultation with the Advisory Panel of Judges and the Judging Subcommittee assigns Head Judges for the category judging panels based on a number of relevant factors including past experiences and expertise of judges, minimization of perceived conflicts of interests etc.
6. Chairs the Judges Meeting on the day before the commencement of the APICTA Award.
7. With the support of the Advisory Judges resolves appeals lodged by judges related to the judging process at the APICTA competition.
8. Chairs the Final Judges Meeting to formally confirm the Winner and Merit Awards for each category based on the judging results.
9. In consultation with the relevant economy decides on the Recognition Award.
10. Reports to Executive Committee on the final results of Winner, Merit and Recognition Awards for official approval.
11. During the judging process decides on issues related to the replacement of judges which could be due to circumstances including illness, violation of the Judge Code of Ethics, etc.
12. Provides a post mortem report to the Judging Subcommittee Chairperson on substantive matters related to the judging process of the APICTA competition, including suggested improvements for the future, observation of possible misconduct or misbehavior by judges, etc.

D. Responsibilities of Head Judge for Each Category

1. The entries to each APICTA category are judged by a panel of judges led by a Head Judge.
2. The Head Judge for each category must conduct an introductory briefing with his/her panel of judges before the start of the judging session, and a post mortem meeting at the end of the session and fill in the post mortem evaluation form to be submitted to the Chief Judge.
3. At the beginning of every presentation by the entry, the Head Judge shall introduce his or her Judging team to the presenter who is reminded of the presentation time allocation.
4. Should the duration of judging in a category judging panel take more than one day, the Head Judge is responsible to collect all score sheets from the judge panel members, seal the score sheets in an envelope addressed to the Chief Judge and submit to the Host Economy secretariat as soon as the judging process for the first day is completed. The Head Judge will distribute the marked score sheet from the first day at the beginning of the next day judging to the respective judge panel members. Electronically the system will be suspended during the break.
5. There could be doubt of the appropriateness of an entry for a category by its judge panel. Despite the doubt, the judges are obliged to continue to listen to the presentation and judge the entry with the judging criteria as laid down for the category. The Head judge has no authority to recommend category changes for the doubtful entry. The judges should not communicate the doubt to anyone including the entry but the Head Judge should put his view in the postmortem evaluation form.
6. The Head Judge is to submit the final scoring to the secretariat addressed to Chief Judge as soon as the judging and scoring process are completed.
7. The Head Judge makes the final decision on the proposed Winner and Merit(s) based on the compiled final scores.
8. The Head Judge should ensure no marked scoring sheets are taken out from the judging room by any of the judge panel members at any time.
9. In reviewing the individual score submitted by the judges, if the head judge believes there is a significant and anomalous deviation in the scores by an individual judge, the head judge should have a discussion with the judges with the view to finalize the score on a consensus basis. Irrespectively, the head judge should exercise his or her authority to finalize and submit the final score as he or she thinks fit.

10. In the event that more than 1 entry score the same highest and qualified marks for consideration for the Winner Award, the Head Judge should lead the Panel to further deliberate and decide the Winner Award among these entries. There can only be 1 Winner Award per category judging panel.
11. Similarly, in the event that more than 2 entries score the same highest and qualified marks for consideration for the Merit Award, the Head Judge should lead the Panel to further deliberate and decide to grant not more than 2 Merit Awards among these entries. There can only be a maximum of 2 merit Awards per category judging panel, with the following exceptions:
 - a) for the Senior Students and Junior Students judging panel of the Students' Project category, there is no restriction in the number of Merit Awards.
 - b) for the Tertiary Students judging panel of the Students' Project Category, a maximum number of 5 merits is allowed.
 - c) for the Start-Up of the Year judging panel, a maximum of 3 merits is allowed.

Those entries qualified for Merit Award consideration must have a score of 6.650 and above.
12. The Head Judge must provide a post mortem evaluation report on his or her observations on the judging process and the judge panel members using the Report Form provided by the host economy, including the following:
 - a) Personal conducts (including credibility and impartiality)
 - b) Competencies
 - c) Domain Knowledge
 - d) English language proficiency
 - e) General observation of the judging process
 - f) Suggestion for future improvement of the judging process
 - g) Any other related issues.

The report is confidentially submitted to the Chief Judge before the Final Judges Meeting.

E. Responsibilities of APICTA Judges

1. Mark the scoring sheets and the scoring must be completed by the end of the judging process for the category being judged.
2. Maximize the time, effort and professionalism to evaluate the presentation by the entry and give the appropriate score based on the presentation contents and any publicly available information related.
3. Use the arbitration process (Section 11: Appeal and Resolution Guideline) if a Judge wishes to lodge an appeal to a judging decision made by the Head Judge.
4. It is mandatory for a judge to attend the Judges Meeting as scheduled by the APICTA Award Host Economy the day before the commencement of the judging sessions, as well as to participate in the Head Judge's briefing and post mortem session for his or her category.
5. There could be doubt of the appropriateness of an entry for a category by its judge panel. Despite the doubt, the judges are obliged to continue to listen to the presentation and judge the entry with the judging criteria as laid down for the category. The Head judge has no authority to recommend category changes for the doubtful entry. The judges should not communicate the doubt to anyone including the entry but the Head Judge should put his view in the postmortem evaluation form.
6. No comments should be made related to ethnicity and religion with regard to the presenters and the presentation.
7. In the event that more than 1 entry score the same highest and qualified marks for consideration for the Winner Award, the judges should further deliberate and decide the Winner Award among these entries. There can only be 1 Winner Award per category judging panel.

8. Similarly, in the event that more than 2 entries score the same highest and qualified marks for consideration for the Merit Award, the Head Judge should lead the Panel to further deliberate and decide to grant not more than 2 Merit Awards among these entries.
9. There can only be a maximum of 2 merit Awards per category judging panel, with the following exceptions:
 - a) for the Senior Students and Junior Students judging panel of the Students' Project category, there is no restriction in the number of Merit Awards.
 - b) for the Tertiary Students judging panel of the Students' Project Category, a maximum number of 5 merits is allowed.
 - c) for the Start-Up of the Year judging panel, a maximum of 3 merits is allowed.Those entries qualified for Merit Award consideration must have a score of 6.650 and above.
10. If in the event a judge misses any of his/her judging sessions, all his or her scores for that category will be considered void.

Section 13: Appeal and Resolution Process

This section provides the information related to the Appeal and Resolution process if and when a judge disagrees with the proposed Winner and/or Merit Awards for a category submitted by the Head Judge of the judge panel of which the appealing judge is a member.

A. Basic Rationale for an Appeal

1. While making all attempts to reach consensual agreement with the judge panel members, the Head Judge has full and final authority to propose the Winner and Merit Awards in his/her category for submission to the Chief Judge.
2. In the events there is disagreement with the decision made by the Head Judge, an appeal can be lodged to Chief Judge by a dissenting judge.

B. Appeal Resolution Process

1. On receiving the appeal, the Chief Judge calls upon the Advisory Panel of Judges to assist in the resolution process.
2. Any disputes affecting a particular economy and raised during Judging to the Chief Judge that involves the economy of the Chief Judge and/or any member of the Advisory Judges will result in that individual(s) abstaining from any decisions or rulings made.
3. In dealing with the appeal, the decision is by the Advisory Panel of Judges is final and the nature of the appeal together with the decision are officially announced in the Final Judges Meeting.

Appendix 1: Judges CODE OF ETHICS Declaration Form

You have been selected as an international judge of the Asia Pacific Information Communication Technology Alliance (APICTA) Awards and you are accountable for every action you may take in carrying out your duties as an official judge throughout the total judging period. Your official conduct will have an impact on all parties including APICTA, host economy, contestants, sponsors and respective organisations of each economy who have nominated you as an International Judge for the event.

The manner in which a judge conducts himself/herself in the judging process is of primary importance in establishing confidence and credibility of the whole APICTA Award program by all stakeholders.

It is your responsibility to abide by the code of ethics and conduct yourself in a manner which reflects the spirit of the APICTA Award.

Mission

To enhance the quality and impartiality of judging during the event and to enhance the image of the whole process to the satisfaction of contestants/member countries of the Asia Pacific and create confidence in the integrity and efficiency of the whole process.

Standard of Judging

A judge should show the highest level of professionalism and integrity during the judging process.

Commitment

As a judge you should be unbiased, firm, without fear and favour, tactful and use professional knowledge and skills on the one hand and on the other discharge the duties conscientiously with the highest level of integrity in the process of judging.

Responsibility

As an International Judge for APICTA, you are accountable to APICTA and the contestants for the way you conduct your affairs during the judging process. You as a judge should perform the official judging conscientiously in accordance with the guidelines, rules and regulations using your experience and knowledge [domain(s) knowledge] in the judging process.

- 1) All Judges should read the APICTA Operations Manual and be familiar with all matters related to judging.
- 1) All Judges should participate in the Judges Briefing session (usually held on the first day of APICTA before the judging sessions) and **attendance is mandatory**.
- 2) A judge should be honest, impartial and professional whilst discharging his/her duties during the judging process.
- 3) A judge should be punctual, available fully and be at the place of judging before 15minutes prior to start of judging. A judge should dedicate his total time and attention throughout the judging process (judges briefing, end of day meeting, arbitration process, final judges meeting) and restrain from any adverse comments to participants, receiving or originating phone calls, emails, browsing the INTERNET or engage in any other activities whilst the judging process is on.
- 4) A judge should be consistent, fair, maintain the highest standard of integrity and follow the guidelines provided when offering marks to each contestant throughout the judging process.
- 5) A judge should be well prepared for the judging process by studying all documentations provided to him/her, including guidelines for judging, scoring, contestant's submissions (if applicable) etc.

- 6) Judgment should be made only on information provided and what has been presented to all judges and not on prior knowledge of a product which other judges are not aware of, except publicly available information.
- 7) A judge should protect confidential information, not divulge any information, results or favor any contestant(s), and avoid any conflict of interest during the process.
- 8) A judge should not misuse information as mentioned below:
 - o Ways in which official information can be misused include – leaking information, use of information to favour contestant(s), manipulate results to favor contestant(s) or favor contestant(s) in any other way.
- 9) A judge should not disclose or communicate either directly or indirectly any information including scores, result, final winner decision which he/she may have gained in the course of the judging process.

Infringement of this Code of Ethics, if found to be the case by the Chief Judge, could lead to immediate dismissal as a Judge for APICTA Awards.

I,, from, have read the above and agree to abide by the code of ethics and other regulations of APICTA and discharge my duties as a professional judge to the best of my abilities.

.....
Signature of Judge

Date:

Appendix 2: APICTA – Judge Nomination Form

(For Judge to fill in and to be passed to the Host Economy Member Coordinator)

Economy			
First Name		Middle Name	
Last Name		Salutation	Dr. / Mr. / Mrs. / Ms. / Miss
Position			
Organization			
Address			
Postal Code		Email	
Cell Phone No.		Phone No.	
Have you judged in previous international APICTA Awards before? (Please <input checked="" type="checkbox"/>) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, have you been an APICTA Head Judge of an Award Category before? (Please <input checked="" type="checkbox"/>) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Expert in Category (Please <input checked="" type="checkbox"/> a maximum of 10 out of the 35 categories) <i>Prior to selection, please refer to Section 2 on the definition of the various categories.</i>			
Consumer (HC-C):	<input type="checkbox"/> Media & Entertainment	<input type="checkbox"/> Tourism & Hospitality	
	<input type="checkbox"/> Retail and Distribution	<input type="checkbox"/> Banking, Insurance & Finance	
	<input type="checkbox"/> Marketplaces	<input type="checkbox"/> Digital Marketing/Advertising	
Inclusions and Community Services (HC-ICS):	<input type="checkbox"/> Regional, Rural and Remote Services	<input type="checkbox"/> Indigenous Services	
	<input type="checkbox"/> Health and Wellbeing	<input type="checkbox"/> Community Services	
	<input type="checkbox"/> Education	<input type="checkbox"/> Sustainability & Environment	
Industrial (HC-I):	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Resources, Energy & Utilities	
	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Engineering & Construction	
	<input type="checkbox"/> Transport	<input type="checkbox"/> ICT Networks & Communications	
	<input type="checkbox"/> Supply Chain Logistics	<input type="checkbox"/> Sustainability & Environment	
Business Services (HC-BS):	<input type="checkbox"/> Finance & Accounting Solutions (FinTech)	<input type="checkbox"/> ICT Services Solutions	
	<input type="checkbox"/> Security Solutions	<input type="checkbox"/> Marketing Solutions	
	<input type="checkbox"/> Professional Services (Legal, HR, etc.) Solutions		
Public Sector and Government (HC-PSG):	<input type="checkbox"/> Government & Citizen Services	<input type="checkbox"/> Digital Government	
Student Projects (HC-S):	<input type="checkbox"/> Junior Student (To Year 9)	<input type="checkbox"/> Senior Student (Last 3 years before Uni)	
	<input type="checkbox"/> Tertiary Student Project (Undergraduate)		
Cross Categories:	<input type="checkbox"/> Start up	<input type="checkbox"/> Research and Development	
Technology Categories:	<input type="checkbox"/> Business Data Analytics	<input type="checkbox"/> Internet of Things	
	<input type="checkbox"/> Artificial Intelligence		

Professional Qualification

Type here or attach your document

Working Experience

Type here or attach your document

Bio Data

Type here or attach your document

Appendix 3: Judges Evaluation Form

Judging Category	1. <input type="checkbox"/> Consumer (HC-C) 2. <input type="checkbox"/> Inclusions and Community Services (HC-ICS) 3. <input type="checkbox"/> Industrial (HC-I) 4. <input type="checkbox"/> Business Services (HC-BS) 5. <input type="checkbox"/> Public Sector and Government (HC-PSG) 6. <input type="checkbox"/> Student Projects (HC-S) 7. <input type="checkbox"/> Start Up (CC-SU) 8. <input type="checkbox"/> Research and Development (CC-RD) 9. <input type="checkbox"/> Business Data Analytics (CT-BDA) 10. <input type="checkbox"/> Internet of Things (CT-IoT) 11. <input type="checkbox"/> Artificial Intelligence (CT-AI)	
Evaluation Criteria	Judge Name	Comments and Remarks
Personal conducts (including credibility and impartiality)	1. 2. 3. 4. 5.	
Competencies	1. 2. 3. 4. 5.	
Domain Knowledge	1. 2. 3. 4. 5.	
English language proficiency	1. 2. 3. 4. 5.	

Any other related issues	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		
General Comment to the Overall Judging Process in this particular category			
Suggestion and Improvement notes for this particular category			
Head Judge	First Name	Middle Name	Last Name
Head Judge Signature			Date

Appendix 4: APICTA – Economy Coordinator Nomination Form

Economy			
First Name		Middle Name	
Last Name		Salutation	Dr. / Mr. / Mrs. / Ms. / Miss
Position			
Organisation			
Address			
Postal Code		Email	
Cell Phone No.		Phone No.	
Bio Data			
Endorsement by APICTA Executive Committee Member			
Name		Name	
Signature		Signature	
Date		Date	

Appendix 5: APICTA – Entry Nomination Form

These are samples of two Entry Nomination Forms which are designed for:

- Head Categories, Cross Categories and Technology Awards
- Students' Project (School and Tertiary)

Please read the following notes before filling in the relevant Entry Nomination Forms:

NOTES

1. Please familiarize with

Section 4 APICTA Awards Categories, and
**Section 5 Guidance to Nomination of Entries
of the APICTA Manual**

prior to filling in the nomination form.

2. **The three streams of the Students' Project Category**

- **JUNIOR STUDENT** (primary school to junior secondary school (to Year 9))
- **SENIOR STUDENT** (last three years of secondary school before university)
- **TERTIARY STUDENT** (undergraduate)

are respectively open to eligible students as defined. **For entries to the Students' Project Category, please fill in the Entry Nomination Form for the Students' Project. These entries are not eligible to be considered for any other APICTA Award categories.**

3. **Other than the afore-mentioned Students' Project entries, ALL entries MUST enter in one (ONLY ONE) of the five Head Categories.**

- **CONSUMER,**
- **INCLUSIONS AND COMMUNITY SERVICES,**
- **INDUSTRIAL,**
- **BUSINESS SERVICES,**
- **PUBLIC SECTOR AND GOVERNMENT**

Entries to the Head Categories are open to all organisations (which include companies and academic institutions). For example, a postgraduate/research team of a university, or even a

perceivably and exceptionally innovative project by an university undergraduate team, can enter its project/product as an entry to one of the 5 Head Categories, and such entry if relevant and eligible, also be optionally nominated to one of Cross Categories, and/or optionally be nominated to one of the 3 Technology Categories. In the latter example, the university undergraduate team chooses to compete in the Head Categories (rather than the Students' Project Category Tertiary Stream).

4. **For entries to the Head Categories please fill in the Entry Nomination Form for Head Categories, Cross Categories and Technology Awards.** Please note the following options:

- An entry is entered to just a **Head Category** (incurring an entry nomination registration cost of US\$25), **OR**
- An entry is entered to a **Head Category**, **AND** also, if eligible and endorsed by your economy's APICTA representative, optionally and additionally nominated for **ONE of the two cross categories** of the Research and Development Project of the Year and Start-Up of the Year (with nomination to two categories the entry registration fee here is US\$50 in total) , **OR**
- An entry is entered to a **Head Category**, **AND** also optionally nominated for **ONE of the two cross categories** of the Research and Development Project of the Year and Start-Up of the Year, **AND** also optionally and additionally nominated, if relevant and endorsed by your economy's APICTA representative, for **ONE of the Technology Awards** (Business Data Analytics, Internet of Things, Artificial Intelligence) of the Year. With nomination to three categories the entry registration fee here is US\$75 in total.

Therefore, an entry to a Head Category (other than the students' project entries) can be considered, if eligible and relevant, for a maximum of three awards (Head Category, Cross Category and Technology Category).

In the event that an entry is nominated for multiple categories, presentation to each of the category's judging panel would be required. As the judging criteria is different for each category, it is strongly advised that different presentations with relevant focus should be given taking into account the specific judging criteria for each category nominated.

5. SUBMITTING YOUR NOMINATION FORM

Please submit your nomination via the online nomination system by **[date and time zone]** (e.g. **Hong Kong time 5pm (GMT+8), 30th September 2017**).

Nominations will only be accepted via the online system using this official nomination form.

Nominations received after **[date & time zone]** will not be considered.

There is a nomination fee for each award category. The nominating economy will be invoiced for the nomination fee after **[date]** and payment must be received prior to **[date]**.

Nominations will not be eligible to proceed to the judging phase until payment has been made.

Please ensure that your nomination is made using this official nomination form.

ADDITIONAL NOTES for the APICTA Economy Coordinator

- a) **It is the absolute responsibility of the member economy to ensure that the nominating entries are eligible as an APICTA entry, and submitted to the appropriate category. It is highly recommended that a person within the economy, who is familiar with the definition of APICTA categories (for example, an experienced APICTA judge) to screen the nominations before submission. In case of doubt, the Panel of Advisory Judges should be consulted. Nominating an entry to “the wrong category” would potentially results in low judging scores and opportunity loss (if it were submitted to the right category).**
- b) **An economy can submit a maximum of 3 entries to each of the three streams in Students’ Project Category.**
- c) **While an economy can submit up to a maximum of 9 entries to each of the 5 Head Categories, the total number of entries to these 5 Head Categories must not exceed 35. Therefore, theoretically the maximum number of unique (different) entries nominated by an economy stands at 44 entries.**
- d) **An economy can submit a maximum of 3 entries to each of the two Cross Categories.**
- e) **An economy can submit a maximum of 3 entries to each of the Technology Categories.**
- f) **Because of the ceiling limits of number of entries, and also to ensure eligibility and relevance of entries to the various categories, in-country (in-economy) endorsement by the economy is essential before the entry initiating the formal entry nomination process.**



201x Nomination Form

**Head Categories, Cross Categories and
Technology Awards**

Head Category:

Entry Name:

The information contained within this document is confidential and only to be used by your economy in the entry nomination process and by the assigned APICTA **201X** Judges for the purposes of assessing this entry.

APICTA Awards 201x Nomination Form
(For Head Categories, Cross Categories and Technology Awards)

Which Head Category? (Please tick one Head Category and one associated Sub-category. The Sub-category is for informational purpose in case APICTA needs to create additional judging panels if the number of entries is too numerous for a particular Head Category).

Consumer (HC-C)

- Sub-category: Media & Entertainment
 Tourism & Hospitality
 Retail and Distribution
 Banking, Insurance & Finance
 Marketplaces
 Digital Marketing / Advertising
 Others, please specify: _____

Inclusions and Community Services (HC-ICS)

- Sub-category: Regional, Rural and Remote Services
 Indigenous Services
 Health and Wellbeing
 Community Services
 Education
 Sustainability & Environment
 Others, please specify: _____

Industrial (HC-I)

- Sub-category: Manufacturing
 Resources, Energy & Utilities
 Agriculture
 Engineering & Construction
 Transport
 ICT Networks & Communications
 Supply Chain Logistics
 Sustainability & Environment
 Others, please specify: _____

Business Services (HC-BS)

- Sub-category: Finance & Accounting Solutions (FinTech)
 ICT Services Solutions
 Security Solutions
 Marketing Solutions
 Professional Services (Legal, HR, etc.) Solutions
 Others, please specify: _____

Public Sector and Government (HC-PSG)

- Sub-category: Government & Citizen Services
 Digital Government
 Others, please specify: _____

COMPANY / ORGANISATION NAME

--

CONTACT DETAILS

Address:	
Economy:	
Phone:	
Fax:	

WEBSITE

--

CEO / PERSON IN CHARGE

Name	
Position	
Email	

CONTACT PERSON

Name of Contact Person	
Position	
Email	
Phone	

APICTA Awards 201x Nomination Form
(For Head Category)

PRODUCT NAME

--

COMPANY / ORGANISATION PROFILE

(max. 200 words)

--

PRODUCT OR SOLUTION SYNOPSIS

(max. 250 words)

--

UNIQUENESS

(max. 350 words)

--

MARKET POTENTIAL / PROOF OF CONCEPT / VALUE TO PUBLIC OR GOVERNMENT

(max. 350 words)

--

FEATURES

(max. 350 words)

--

QUALITY

(technology, methodology, packaging and recognition - max. 350 words)

--

Cross Categories Awards

As an entry to a Head Category, if relevant it can also be additionally considered for nomination to ONE of the two Cross Categories of

- Start-up of the Year (CC-SU)
- Or
- Research & Development Project of the Year (CC-RDP)

Please study the eligibility requirements (APICTA Award Categories Section 4.10 in the APICTA Manual) for these two Cross Categories Awards to ensure eligibility. **You would also need endorsement from your Economy's APICTA representative to enter as an entry to either of these Cross Categories Awards. If confirmed, please tick one of the two boxes (above).** This nomination will incur a registration fee of US\$25.

Technology Awards

As an entry to a Head Category, if appropriate it can also be additionally considered for nomination to ONE of the Technology Awards:

- Business Data Analytics Technology of the Year (CT-BDA)
- Internet of Things Technology of the Year (CT-IOT)
- Artificial Intelligence Technology of the Year (CT-AI)

Please study the eligibility requirements (APICTA Award Categories Section 4.10 in the APICTA Manual) for these Technology Awards to ensure appropriateness. **You would also need endorsement from your Economy's APICTA representative to enter as an entry to either one of these four Technology Awards. If confirmed, please tick one of the four boxes (above).** This nomination will incur a registration fee of US\$25.

Total nomination costs for registration for this entry:

Nomination to a Head Category	<u>US\$25</u>
Optional nomination to a Cross Category Award (US\$25)	_____
Optional nomination to a Technology Award (US\$25)	_____
Total:	_____

Authorisation

AUTHORISATION

(This nomination requires authorisation)

I _____ (name) of _____ (company / organisation) hereby declare that the information provided for the APICTA Awards 201x entry is accurate and correct. I also agree to abide by the judging decisions made by the APICTA judging panel and their decisions will be accepted and final.

Signed

Date

NOTE: This form can be signed electronically, either with a scanned signature or by typing the person's name and "signed electronically".



201X Nomination Form

Category: Students' Project (School & Tertiary)

Stream:

Entry Name:

The information contained within this document is confidential and only to be used by your economy in the entry nomination process and by the assigned APICTA **201X** Judges for the purposes of assessing this entry.

**APICTA Awards 201X Nomination Form
(For Students' Project (School and Tertiary))**

Please tick one of the boxes below:

- Junior Student** (primary school to junior secondary school before university) **(HC-JS)**
- Senior Student** (last 3 years of secondary school before university) **(HC-SS)**
- Tertiary Student** (undergraduate) **(HC-TS)**

Please tick one of the boxes below:

- Sub-category: Consumer
 Inclusions and Community Services
 Industrial
 Business Services
 Public Sector and Government
 Others, please specify: _____

Notes: Please study the definition of these Categories (APICTA Award Categories Section 4.8 in the APICTA Manual). The ticking of sub-category is for informational purpose in case APICTA needs to create additional judging panels if the number of entries is too numerous for a particular students' project category.

INSTITUTION / SCHOOL NAME	

CONTACT DETAILS	
Address:	
Economy:	
Phone:	
Fax:	

WEBSITE	

NAME OF DEAN OF FACULTY / PRINCIPAL	
Name of Dean / Principal	
Email	

NAME OF STUDENT

Name	
Teacher in Charge / Advisor	

OR If a team project

TEAM PROJECT

Name of Team Leader	
Member	
Member	
Member	
Member	
Teacher in Charge / Advisor	

CONTACT PERSON

Name of Contact Person	
Position	
Email	
Phone	

APICTA Awards **201X** Nomination Form

PROJECT NAME

--

PROFILE OF STUDENT / STUDENTS

(max. 200 words)

--

SYNOPSIS OF PROJECT

(max. 150 words)

--

DESCRIPTION OF PROJECT

(max. 500 words)

--

QUALITY / RECOGNITION

(max. 350 words)

--

Cost of entry nomination

US\$25

Authorisation

AUTHORISATION

(This nomination requires authorisation)

I _____ (*name*) of _____ (*Institution/ School Name*) hereby declare that the information provided for the APICTA Awards 201X entry is accurate and correct. I also agree to abide by the judging decisions made by the APICTA judging panel and their decisions will be accepted and final.

Signed

Date

NOTE: This form can be signed electronically, either with a scanned signature or by typing the person's name and "signed electronically".