



International Association of Business Communicators Gold Quill Awards

Entry Form Preview – Divisions 1, 2, 3 and 4

1. Confirmation that the project and entry were developed in adherence with the IABC Code of Ethics: <https://www.iabc.com/about-us/governance/code-of-ethics/>
2. Conflict of Interest confirmation
3. Division selection
 - a. **DIVISION 1: COMMUNICATION MANAGEMENT:** The Communication Management division covers projects, programs and campaigns that are guided by a communication strategy. Entries to this division can be submitted by any type of organization, including public and private corporations, governments, non-governmental organizations, not-for-profit organizations, partnerships, cooperatives, and educational institutions. Entrants must demonstrate how their project applied a full range of planning and management skills, including research, analysis, strategy, tactical implementation, and evaluation. Entries may include a wide range of communication materials. (A single tactical execution element that formed part of a communication program may also be entered in the Communication Skills division.)
 - b. **DIVISION 2: COMMUNICATION RESEARCH:** Entries in this division recognize the importance of research and measurement as a foundation for strategic communication work and a competency that is integral to success throughout the career of a communication professional. A clear understanding of why the research was needed demonstrates its strategic value to an organization.
 - c. **DIVISION 3: COMMUNICATION TRAINING AND EDUCATION:** This division recognizes the mentorship and education role of consultants and communicators in developing and delivering workshops, classes, seminars or training that educates an audience about any aspect of the communication profession. This division includes all communication disciplines and professional competencies. Entries in this division must demonstrate:
 - i. Alignment of learning outcomes to goals and objectives
 - ii. Alignment of assessments to specific learning outcomes
 - iii. Theories and practices of educational excellence
 - iv. Impact outside the classroom
 - d. **DIVISION 4: COMMUNICATION SKILLS:** The communication skills division includes marketing and communication elements that showcase technical skills such as editing, writing, design and multimedia production. Entries in this division are generally tactical in nature. Entrants must demonstrate strategic alignment, the creative process and measurable results tied to objectives.
4. Category selection - <https://gq.iabc.com/enter-2/divisions-and-categories/> for a full list and description of each category
5. Entry Title (100 character limit)
6. Entry Description (1500 character limit)

7. Start date of project
8. End date of project
9. Language of entry (English, French or Spanish only)
10. Organization Name
11. Entrant first name
12. Entrant last name
13. Entrant email
14. Entrant Phone number
15. Entrant membership status
16. Entrant mailing address
17. Entrant trophy mailing address confirmation
18. Name(s) for Winner's List
19. Name(s) for Award Trophy (100 characters)
20. 30-60 second Promo Video upload (optional)
21. Team Member name and contact information, photo and bio (required for ALL team members)
22. Client permission (if necessary)
23. Organization classification:
 - a. Boutique Agency (five or fewer employees)
 - b. Small Agency (six to 20 employees)
 - c. Mid-Size Agency (21–50 employees)
 - d. Large Agency (51 or more employees)
 - e. Corporate Communication Department
 - f. Nonprofit Communication Department
24. Permission for IABC to publish your workplan
25. Confidentiality of entry
26. Consider for Gold Quill Award session/webinar?
27. Attachments: IABC Award Work Plan, supporting documentation
28. Additional questions for Division 4 entries (in lieu of the work plan):
 - Describe your organization. (maximum 800 characters, including spaces)
 - Describe the business need that led to this project being undertaken. (maximum 1500 characters, including spaces)
 - Who was(were) the audience(s) for this project? What do you know about them in relation to the communication opportunity? (maximum 1000 characters, including spaces)
 - What were the measurable objectives for the project? Please provide no more than three objectives, and describe how they are aligned with the business need. (maximum 1000 characters, including spaces)
 - What were the key messages for the project? (max. three; 1000 characters total, including spaces)
 - Describe the resources (budget, time, others) available for the project and how effectively they were managed. (maximum 1000 characters, including spaces)
 - Provide a brief summary of how you used these insights (business need, audiences, objectives and key messages) to guide the development of your project. (1500 characters maximum)
 - How well were the measurable objectives met? Please show the relationship between the objectives you set and the results you achieved. (maximum 1000 characters, including spaces)