



BRITISH INTERNATIONAL  
FREIGHT ASSOCIATION

# Freight Service Awards 2022

## Entering the BIFA Freight Service Awards?

### General Categories

- ▶ Project Forwarding
- ▣ Specialist Services
- ☆ Staff Development
- 🔗 Supply Chain Management

### Modal Categories

- ✈ Air Cargo Services
- 🌐 European Logistics
- 🌊 Ocean Services

### Specialist Categories

- Extra Mile
- ✳ Cool & Special Cargoes

### Individual Categories

- 👤 Young Freight Forwarder
- 👥 Apprentice of the Year

## Top tips to ensure your entry gets noticed!

1. Choose your category/ies – Visit the BIFA Awards website ([www.bifa.org/awards](http://www.bifa.org/awards)), read the category descriptions and download the relevant *Preparation of Submissions – Guidelines for Entrants* document and entry form.
2. Speak to colleagues and your customer/s to get their input and permission.
3. Give yourself time, without interruptions, to write your first draft.
4. Ensure your submission follows the stated guidelines:
  - a. Categories: introduction 300 words; detail of project or service 600 words; conclusion 100 words.
  - b. YFF: YFF article 750 words; Manager's reference 250 words.
  - c. AOTY: Manager's nomination 750 words; Apprentice's impressions & ambitions 500 words.
5. Outline the issue, explain your approach and solution, describe the outcome and results.
6. Use the full wordcount to good effect, don't skimp on detail. N.B. wording in excess of the stated wordcount will not be considered.
7. Save your submission and sleep on it for a couple of days before re-reading and refining the grammar and wording.
8. Proofread – enlist the fresh-eyes of colleagues. Does it make sense to someone unfamiliar with the project?
9. Make final tweaks.
10. Deliver to BIFA **before** the deadline – 11am on Thursday 6th October 2022.

To find out more visit [bifa.org/awards](http://bifa.org/awards)