



BRITISH INTERNATIONAL  
FREIGHT ASSOCIATION

# Freight Service Awards 2023 Entry Form

## Preparation Of Submissions – Guidelines For Entrants

### How to Enter – All Awards *(excluding Young Freight Forwarder & Apprentice of the Year)*

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- Go to [www.bifa.org/awards](http://www.bifa.org/awards)
- Read the category descriptions and decide which category/categories your company would like to enter.
- Complete your company details on page two of this entry form.
- Write your entry submission in the boxes provided on this entry form keeping to the indicated word limits (Introduction: 300 words; Detail of project or service: 600 words; Conclusion: 100 words).
- Save your completed entry form and email to [bifaevents@bifa.org](mailto:bifaevents@bifa.org) no later than 11am Thursday 5th October 2023.

### Guidelines & Rules for Entries

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- Your submission should detail a relevant service or project such as a specific case study, the development of a new service or a generic example of good practice.
- Entries will be assessed on the following criteria: innovative ideas; service enhancements offered; benefits for the customer; and benefits for the company.
- Do not include any accompanying documents at this time.
- The company must be a BIFA (full or probationary) Trading Member.
- A company may enter a maximum of three categories in each competition year. Each entry should be unique and category specific.
- A company may only enter once per category in each competition year.
- The submission must relate to an international movement of goods (except the Staff Development Award and Specialist Services Award).
- The movement of goods need not commence or terminate in the UK, but the UK office must be able to demonstrate control over the service provided.
- Finalist companies will purchase at least one ticket to the BIFA Freight Service Awards Ceremony Luncheon on Thursday 18th January 2024.
- Submissions will be treated in the strictest confidence by BIFA and the Judging panel. An outline of the winning entry in each category will be published as Judges' comments and may be featured in future BIFA publicity material.



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## Judging Process

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- After the closing date, all entries will be reviewed at a preliminary judging meeting and a shortlist of finalists in each category will be drawn up.
- All entrants will be contacted during October to advise the outcome of the preliminary judging.
- Shortlisted entrants will be invited to submit supporting documentation (e.g. photos, customer testimonials, statistics) to be reviewed by the judging panel. Supporting documentation should not exceed 10 A4 pages.
- The judging panel will meet in November to select the overall winner for each category.
- The winner of each category will be announced at the BIFA Freight Service Awards 2023 Ceremony Luncheon on Thursday 18th January 2024 (or by alternative means if required owing to circumstances beyond our control).
- The decision of the judging panel is final.

## Submission Details

- Please complete one form for each category entered.
- The completed entry must be emailed to [bifaevents@bifa.org](mailto:bifaevents@bifa.org) no later than 11am on Thursday 5th October 2023.

## Your Details

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Company Name

Contact Name

BIFA Member No.

Contact Position

Company Address

Contact Email

Contact Telephone

## Category Entered *(please tick one)*

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Air Cargo Services Award

Ocean Services Award

Staff Development Award

European Logistics Award

Project Forwarding Award

Supply Chain Management Award

Extra Mile Award

Specialist Services Award

Sustainable Logistics & the  
Environment Award



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## Entry Requirements

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Using the following pages please describe your entry keeping to the indicated word limits (Introduction: 300 words; Detail of project or service: 600 words; Conclusion: 100 words). In the detail of project or service you may wish to include the benefits to your company and your customer. Do not attach any further documents at this stage, shortlisted entrants will be invited to submit supporting information during October.

Submissions will be treated in the strictest confidence by BIFA and the Judging panel. An outline of the winning entry in each category will be published as Judges' comments and may be featured in future BIFA publicity material.

## Introduction *(maximum 300 words)*

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**Detail of Project or Service** *(maximum 600 words)*

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## **Conclusion** *(maximum 100 words)*

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### **Privacy Notice (Awards Entry Form)**

This entry form allows us to register your company for a General, Modal or Specialist award.

Your information will only be shared with the awards sponsors for the purpose of competition judging and trusted suppliers as required for the purpose of delivering the BIFA Awards and will not be shared with any other organisation outside of BIFA.

For our contact details and other important privacy information please read our [full privacy statement](#).