

2017 TAA (Vic) Accommodation Awards for Excellence



WRITTEN SUBMISSION ENTRY FORMAT

The submission must be presented in two parts:

1. The main document (which contains the answers to the questions)
2. The appendix (which contains your supporting documentation)

These should both be formatted as follows:

All questions must be answered under the headings provided. Unanswered questions will attract zero points. If you feel that you cannot answer a question please discuss this with the TAA (Vic) event staff. If you still feel the question is not relevant please explain your reasons within your submission.

The submission must be both in soft and hard copy;

- Email soft copy to Doreen Ventura - d.ventura@ahavic.com.au
- Send hard copy to:
Doreen Ventura, TAA (Vic)
Level 1, 1 Little Collins Street,
Melbourne 3000

To download written submission questions for each individual category, please go to our website [TAA \(Vic\) website](#) and search under Performance Award Categories.

Page Size:	A4 (297 x 210 mm)
Font:	All fonts (questions, answers, captions, tables) must be no smaller than 12 point in either Times New Roman, Arial or Tahoma.
Pages:	<p>Layout: State the question then your answer.</p> <p>The main document must have no more than 30 printed pages (single sided) or 15 pages (double sided) including text, graphs and images (Note: this does not include the cover page or table of contents).</p> <p>Each criterion should be answered in 100 words or less.</p> <p>Entrants are discouraged from placing plastic sleeves in the document.</p>
Submissions:	<p>All parts including photos should be submitted as one complete hard copy.</p> <p>Photos and images should be colour photocopied or printed into the main body of the document.</p> <p>Please note that disks and soft copy submissions cannot be accepted.</p>
Binding:	The submission and supporting documentation are to be bound in an A4 ring binder, wire/plastic spine binding or book style staple binding