



Frequently asked questions



FAQ



Where & When do the Business Travel Awards take place?

The Business Travel Awards will take place on Monday January 21, 2019 at Grosvenor House, London.

What are the timings for the evening?

18.30 – 19.30 Champagne reception

19.45 – 22.45 Gala dinner and awards presentation

22.45 – 02.00 after party & casino

Please note the timings are subject to slight alteration

What is the dress code?

The dress code for the evening is black tie.

How do I book a table/tickets for the event?

Simply click on the 'Book Now' button on this website and complete the online form. An invoice can be requested on the form for payment to be via cheque or BACS; there is a credit card payment option which can be selected at the time of booking.

Please note payment must be received in full before the awards ceremony

I have booked more than one individual ticket. Will all guests on the booking be seated together?

For those that book individual tickets, you and your guests will be seated together.

I have booked a table for 10 guests but need extra space. Is this possible?

Yes, we can increase the size of tables to a maximum of 12 for an additional cost of £295+vat per additional person.

When will I receive my guest invitations?

Your invitations will be posted to the booking contact in early December.

Who do I notify if one of my guests has special dietary requirements?

Please indicate these on your dietary request section when registering your guests.

Is there an entry fee?

No it is free to enter the Business Travel Awards.

What is the deadline for entries?

Entries will close midnight on Friday September 14, 2018.



FAQ



When will the final shortlist be announced?

The final shortlist will be announced on Thursday October 25, 2018, when all entrants will be notified on the success of their entry.

When will I find out if my company has won an award?

Winners will be announced at the Awards on Monday January 21, 2019 at Grosvenor House, London.

Will winners on the night have the opportunity to make a speech?

There are no speeches on the night; however winners will be called up on stage to collect their trophy and have their picture taken with the host.

How do I submit an entry?

Entries should be submitted online at www.businesstravelawrds.com. Click on the enter now button and then select the appropriate category. You will need to register your details in order to view the entry questions.

Can my company enter more than one brand, team or product into the same category?

Yes. Groups can enter separate brands, provided they meet the entry criteria. Organisations can also submit multiple entries for the Travel Team and Travel Buyer of the Year categories.

How are the awards judged?

The Business Travel Awards are judged by an independent panel of judges made up of senior travel buyers and procurement managers, who have distinguished themselves in their field, and demonstrate exceptional industry knowledge, experience, and vision. We hold our judges to the highest standards of fairness and integrity. The awards finalists and winners are voted for purely by the judging panel whose votes and decisions are in no way influenced by the event organisers, or any other outside influences.

Is there a limit to the number of categories an organisation can enter?

No. A company can enter as many categories as they wish as long as they meet the entry criteria.

Will information submitted within an entry remain confidential?

Yes. Only the judges will see the information, and they will each have been required to sign a non-disclosure agreement.

Can companies outside of the UK enter?

Yes. There are no geographical restrictions.

Can I receive feedback about my entry?

Yes. Feedback is available on request after the awards ceremony.



FAQ



Are there any particular aspects we should be focusing on in our entry (ies)?

Innovation, the big success stories during the last 12 months, market share gains, new business, new products and services, customer feedback, financial success – these are the areas which tend to influence the judges.

Is it possible to make a joint entry with a partner organisation?

Only in respect of the Travel Team of the Year award.

Can I make a submission on behalf of someone else?

Yes. PR consultants can submit an entry on behalf of a client as long as they have their approval. Additionally, organisations, including TMCs and suppliers, can submit entries nominating individuals within corporate client companies in the Travel Buyer of the Year category.

What is the difference between platinum and gold tables?

Both platinum and gold tables receive the following:

- Table for 10 guests
- Champagne reception
- Three course dinner
- Half bottle of wine per person (during dinner)
- Half a bottle of water per person (during dinner)
- Post-event entertainment

In addition to the above platinum table holders will benefit from the following :

- A branded meeting point for your guests in the main drinks reception
- Option to select wine for your table from your own wine list
- Table positioned in the platinum zone
- Two bottles of champagne on your table (during dinner)
- Platinum guest invitation cards
- An event manager will be on-hand in the platinum zone throughout the evening to ensure your guests every need and request is met.

Table positions are assigned according to date booked – first come, first served.

If you have any questions not covered in the above please contact **Emma Gordon** by emailing events@panaceapublishing.com

