
GUIDELINES TO THE REGISTRATION PROCESS IN THE AWARD

INTRODUCTION AND PREPARATIONS BEFORE THE START :

The submission process in the award consist of three steps and must be completed in order to grant that the submission was successfully accepted as one of the competing submissions in the selected category .

Before the start you need to make sure of the following :

- 1- Prepare a small description about your submission summarizing its objectives and the achieved objectives to copy it when needed during the registration process ((not more that 300 words))
- 2- Prepare paragraphs listing the story of your submission which will formulate the main body of the registration process
- 3- Collect & Scan all the supporting documents related to your submission in PDF format including the main submission abstract in order to upload it when requested during the registration process ((**make sure the total size does not exceed 5 Megabyte**))

THE BOUNDARIES AND THE SIZE OF EACH REQUIRED PARAGRAPH IN THE REGISTRATION FORM :

- SITUATION BEFORE THE INITIATIVE BEGAN [50 WORDS]
- ESTABLISHMENT OF PRIORITIES [100 WORDS]
- FORMULATION OF OBJECTIVES AND STRATEGIES [100 WORDS]
- MOBILISATION OF RESOURCES [200 WORDS]
- PROCESS [400 WORDS]
- RESULTS ACHIEVED [250 WORDS]
- SUSTAINABILITY [300 WORDS]
- LESSONS LEARNED [300 WORDS]
- TRANSFERS [400 WORDS]
- RELATED POLICY/IES OR LEGISLATION [200 WORDS]

STARTING THE REGISTRATION PROCESS

First Step : You need to click on **Registration and Submission**[Figure No.](#)

- 1 -

on the main page you will immediately be prompt with a new screen called **“Details of the Submitter”** **Figure No. – 2**



Figure No. – 1 -

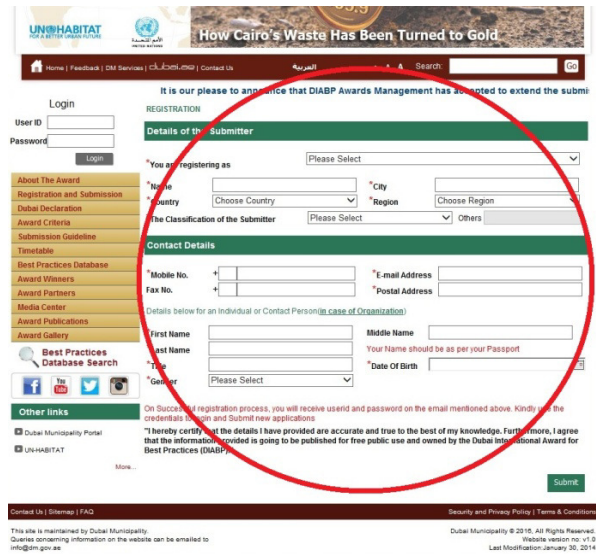


Figure No. – 2 -

Fill all the fields in this screen completely and press submit once you finish .

Once you press the send button , you will automatically get an email confirming your user name and password for this particular submission which will be used in completing the registration in the second step .

Second Step : Using the user name & password which was emailed to you from the first step , you need to go to the main page and click on the Login button which can be found in top left & bottom of the page **Figure No. – 3**



Figure No. – 3

Once you part , then complete all

steps ((using the prepared paragraphs mentioned in Boundaries and word limits)) and at the end there will you can upload all the supporting documents ((including the detailed abstract of the submission)) .

have logged to that you will have to the fields in all the

First you will have to upload your full submission and the second upload is if you have any supporting documents like newspaper cuttings, videos, photographs, magazine, etc.. you can upload it here in word or PDF format up to 5 MB each.

SUBMITTERS ARE ENCOURAGED TO INCLUDE THE FOLLOWING SUPPORTING MATERIALS WITH THEIR SUBMISSION DOCUMENTS (OPTIONAL):

- (a) Articles appearing in newspapers, professional journals, newsletters or other publications;
- (b) Digital standard format videos less than 10 minutes in length;

- (c) Photographs and/or other graphic material;
- (d) Brochures or other promotional material.

MODIFICATIONS / EDITING THE SUBMISSION

It is always possible to edit your submission as long as you use the user name and password which was provided to you in step one and as long as the deadline was not finish for submission .

SELECTION PROCESS

The deadline for submissions is mentioned clearly in the timetable of the award at the website www.dubaiaward.ae.

All submissions complying with the award scope, criteria shall be forwarded to an independent, Technical Advisory Committee (TAC) for review.

The TAC shall review all submissions and prepare a comprehensive report including:

- (a) List of the selected Best Practices
- (b) Short list of the nominated submissions to be judged by a higher committee to be the Winners of the awards different categories .

At the end , an independent committee call the JURY will select the 10 winners and the names will be announced in an official press conference by H.E. Director General of Dubai Municipality .