

Terms and conditions for entry IPA iList 2020

By submitting a nomination to the IPA iList 2020 (“**Initiative**”) You (as defined below) agree, either on your own behalf or on behalf of the Entrant (as defined below), to be bound by these Terms & Conditions (“**Terms**”).

1. Definitions

- **Advertiser:** means a person, company or organisation that advertises its product(s) and/or service(s).
- **Agency:** means an organisation primarily concerned with the provision of advertising and marketing services to clients.
- **Entrant:** means the person nominated. (This will be you if you are nominating yourself or the individual who you are nominating if not yourself.)
- **Media Owner:** means an organisation that owns advertising inventory and sells advertising space or advertising time.
- **Industry Organisation:** means an Agency, Media Owner or Advertiser based in the UK, Isle of Man or the Channel Islands.
- **Qualifying Individual:** means an individual who complies with the requirements set out in the “Eligibility Criteria” section below.
- **you:** means the person submitting a nomination for an Entrant.

2. Eligibility Criteria

You can nominate an Entrant provided that at the time of entering for the Initiative they either:

- (a) work at an Agency (within any discipline) or a Media Owner (within any discipline)
- (b) work as a freelancer or consultant, from time to time in an advertising and marketing role at an Agency/Media Owner

Entrants are sought from all levels of seniority.

3. How to Enter

You must submit a nomination for the Entrant via the IPA’s dedicated website - www.ipa.co.uk/iList.

If you are nominating an Entrant other than yourself, you act as the nominee.

If you are the Entrant, you must be supported by the Industry Organisation where you work or, if you are a freelancer or consultant, an Industry Organisation where you have previously worked (“**Supporting Industry Organisation**”). A person with sufficient authority at the Supporting Industry Organisation may need to confirm to the IPA that you are suitable to be considered for the Initiative, if requested by the IPA.

Entry forms must be completed accurately and in full before 23.59PM Tuesday 21st January 2020 (the “**Closing Date**”). All entries received after the Closing Date will be automatically disqualified.

All sections of the application form must be completed as directed on the website and you (and the Entrant if not you) must keep within any stipulated word limits.

Once the entry is fully completed and submitted, you (and the Entrant if not you), and the Supporting Industry Organisation (if relevant) will receive email confirmation of the entry.

Notes:

- All entries must be completed in English.
- Entries submitted with incomplete information, or found to contain invalid information, will be deemed invalid and the entry disqualified.
- A maximum of one entry per Entrant (in the event that an Entrant is nominated more than once they will only be permitted to enter one entry form).
- Entries to the Initiative cannot be returned.

4. Judging Criteria

The judging panels (both the shortlist judging panel and the iList judging panel) will judge each Entrant based on the Entrant's commitment to diversity and inclusion and their proven record of championing a range of diverse characteristics – including but not limited to: disabilities, neurodiversity, LGBTQ+, age, ethnicity and socio-economic mobility. The Entrant will need to demonstrate how they have changed/are changing the nature of the advertising industry in a positive and more inclusive way with regards to diversity. The judging panels will consider each Entrant's credentials using the following criteria:

- to what extent does the Entrant champion a diverse and inclusive environment?
- to what extent does the Entrant regularly go beyond their role to promote diversity and inclusion?
- to what extent does the Entrant make a significant positive contribution and change to their organisation and/or the industry with respect to diversity and inclusion?
- how has the Entrant supported, nurtured and inspired others within the industry?

(together the “**Judging Criteria**”).

5. Shortlist Judging Process

A 'shortlist judging panel' (which will include at least one independent judge) will select from all eligible, complete and accurate entries submitted before the Closing Date, a shortlist of Entrants that best meet the Judging Criteria.

The decisions of the judges and the IPA are final and no further communications on their decisions shall be entered into.

6. iList Judging Process

Entrants who successfully make the shortlist will be contacted on or around the start of February 2020 and invited to attend an interview with a separate iList judging panel who will make their assessment based on the Judging Criteria. The interview will take place at the IPA's offices at 44 Belgrave Square, London, SW1X 8QS on a date to be confirmed by the IPA.

If the IPA considers that shortlisted Entrants have a valid reason not to attend the interview in person, an interview by video conference may be considered but cannot be guaranteed. The Entrant will need to be available for interview on the date stipulated by the IPA with no exceptions.

The iList judging panel alongside the IPA shall select the Entrants who will receive iList status.

7. The iList

The Entrants who are selected for the iList will:

- be invited to a celebratory event to be held in London in May 2020; and
- have their profile featured in the IPA's iList supplement intended for publication with the May 2020 *Campaign* magazine.

8. Further conditions

All entries must be true and accurate, comply with these Terms and must not contain anything that infringes any intellectual property or other right of any other party or contain anything that is obscene, defamatory or otherwise unlawful.

By submitting a nomination, You grant the IPA an irrevocable, non-exclusive, perpetual, royalty free, worldwide licence, with a right to sub-license, to use, display, transmit, copy, edit, alter, store, re-format, reproduce, publish (in any media), in whole or in part, the information contained in the entry submission.

9. Data Protection

The IPA will only use the personal information provided to it in respect of the Initiative to administer and promote the iList and we will only share it with the judging panels (though details of entrants who make the iList will be made publicly available).

If you are not the Entrant and are nominating someone else, please ensure that you have their permission to do so and to provide us with their personal information.

Special category data, defined in the GDPR as "*personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation*" requires the explicit consent of the individual in order that it can be used for the intended purposes. Please do not submit any special category data relating to someone else without their express written permission.

Any personal data submitted to, or collected by, the IPA will be processed in accordance with the IPA's privacy policy at ipa.co.uk/privacy-policy/.

10. General

The Initiative is organised by the IPA (Institute of Practitioners in Advertising), 44 Belgrave Square, London, SW1X 8QS and its partners.

The IPA reserves the right to amend these Terms without prior notice.

The IPA reserves the right at any time to modify or discontinue, temporarily or permanently, the Initiative, with or without prior notice due to reasons outside its control.

The IPA reserves the right to remove entries and shortlisted nominees for any reason and without notice.

The decision of the IPA in all matters under its control is final and binding.

The IPA and the IPA's Initiative sponsors accept no liability whatsoever for any loss, expense or damage which is suffered or sustained (whether or not arising from any person's negligence) in connection with the Initiative and/or these Terms, other than such liability that cannot be excluded by law, including death or personal injury through negligence and fraud, where liability shall be limited to the minimum permissible by law.

11. Governing Law

These Terms shall be governed by and construed in accordance with English law. Disputes arising in connection with these Terms shall be subject to the exclusive jurisdiction of the English courts.

If you have any questions regarding the Initiative, please contact **Ava Gill** on ava@ipa.co.uk or 020 7201 8217.