

2021 VICTORIAN TOURISM AWARDS

HOW TO NOMINATE YOUR BUSINESS

There are few steps to entering the Victorian Tourism Awards. The first one is to nominate your business online - this will only take you few minutes.

Please note that a submission for an award category cannot be made unless the nomination has been made.

This document will take you through the nomination process, step-by-step. Before we start, please note some key dates and important notes below.

KEY DATES

- Nominations open on Monday 15 March 2021
- Nominations close on Friday 4 June 2021
- Submissions due on 31 August 2021, at 5pm

Please see all the key dates for 2021 [here](#).

IMPORTANT NOTES

- Entrants cannot change categories after the closing date for submission in which they have entered
- Entrants must be based or have specific operations in Victoria
- Should a company have branches in more than one state/territory, they may enter the State/Territory awards for the relevant branch for so long as the submission focuses on the activities undertaken in that state/territory.
- Chains or franchise businesses that has multiple products, must enter each product individually if they want each property to be able to promote the achievement of winning a tourism award. Alternatively, the corporate head office may enter, but the winner logo may only be used by the corporate entity, not the individual products.
- There is no direct entry into the Australian Tourism Awards. Only state or territory tourism award winners in categories 1 through 25 will automatically become a finalist in the Australian Tourism Awards.

If you have any queries, please contact:

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Program Coordinator

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NOMINATE ONLINE

Step 1 – Select a category

- Select the category that best reflects your core business.
 - a. There are 28 business categories and 3 individual categories in Victoria. See the full list of categories [here](#). Please note only winners of categories 1-25 progress to the Australian Tourism Awards.
 - b. Please read and understand the description for each category.
 - c. It is also recommended that you download the questions and criteria for the chosen category and familiarise yourself with what is being asked before you complete your nomination.
- A business can choose to nominate for multiple categories (with some exceptions), including two entries into the same category (although, they will be competing against themselves). However, businesses in this case may see value in, for example, securing a win and second placing.
- The exception to the above are:
 - a. Attractions – either category 1 OR 2
 - b. Festivals and Events – either category 3 OR 4
 - c. Tour Operator – either category 11 OR 12
 - d. Accommodation – enter category 17, 18, 19, 20, 21, 22 OR 23

Step 2 – Rules of entry

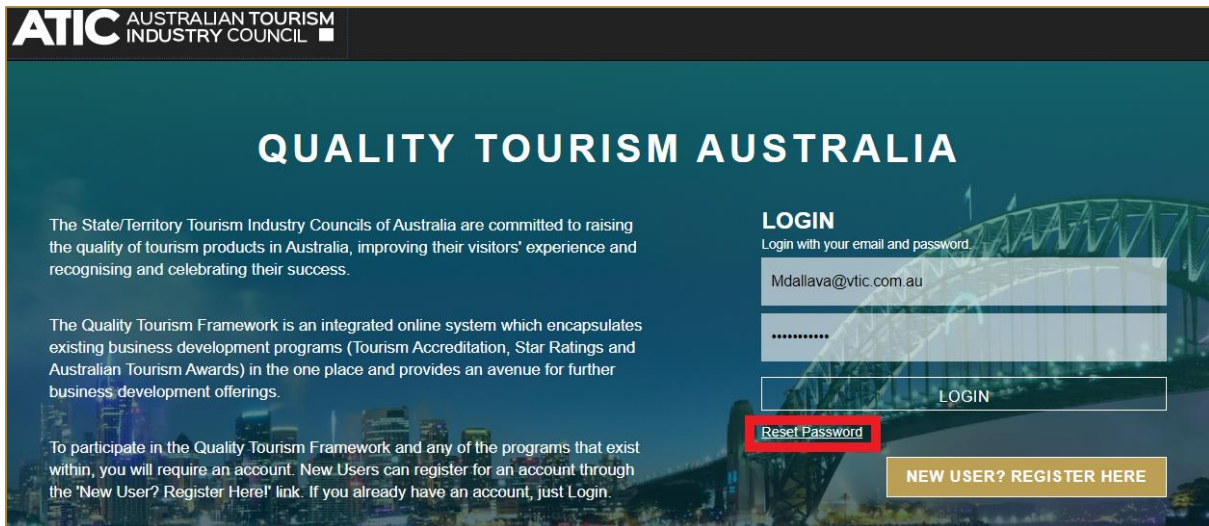
- The rules and regulations for the Tourism Awards are set in the national level by the Australian Tourism Industry Council (ATIC) and followed by all states and territories.
- All entrants of the Tourism Awards must adhere to the rules and guidelines.
- [Download](#) and read carefully the rules and regulations for 2021.

Step 3 – Nominate online

- All states and territories charge a nomination fee to enter the Tourism Awards. In Victoria, VTIC absorbs the cost, so there is no fee for entrants in 2021.
- Nominations are made online via the Quality Tourism Framework [online system](#).

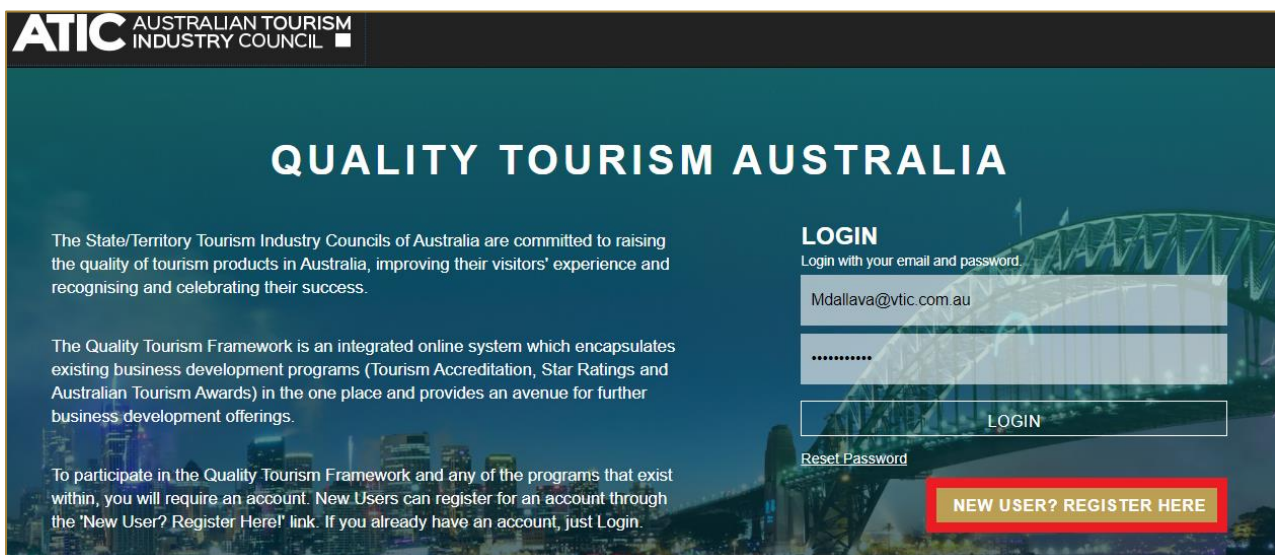
Log in to your account

If you have an existing account for past entries to the Tourism Awards, or for the Quality Tourism Accreditation or Star Ratings, you may use the same log-in details. If you do not remember your password, you can reset it – please see marked in **red** below.



Create a new account

If you do not have an account with the Quality Tourism Framework, start by creating one – please see marked in **red** below.

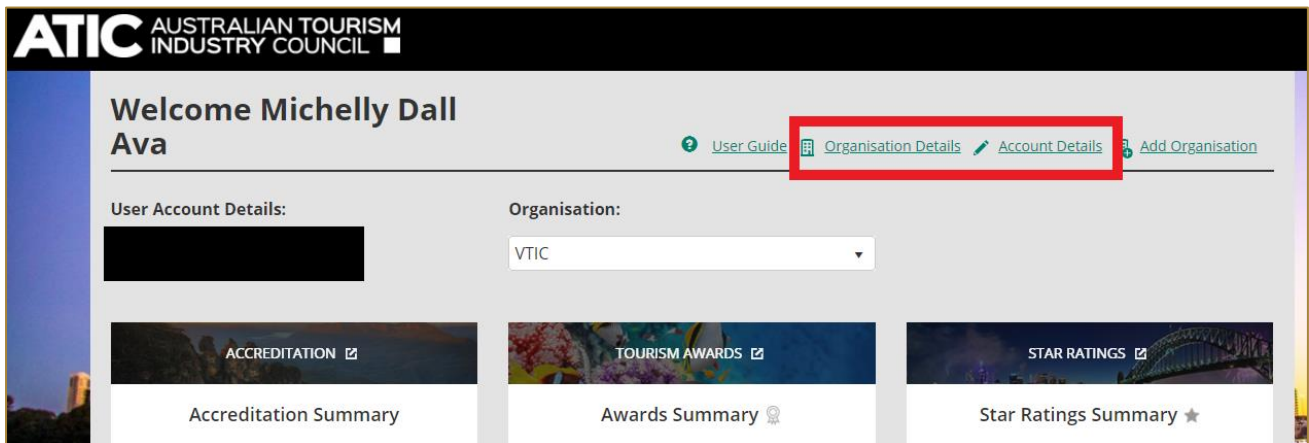


When creating a new account, you will have to enter some details about your business. This includes:

- Business name (registered trading name promoted to customers)
- Company name (if different to registered trading name)
- Commencement date of business
- ABN/CAN
- Business structure, e.g., sole trader, partnership, trust, public, etc.
- Staff numbers: full-time, part-time, casual and volunteers
- Business contact details: address, phone, website and social media URLs
- Contact person: name, position, email and phone number
- And it will ask if you have an Australian Tourism Data Warehouse (ATDW) listing.

Amend business details

Please note the business details can be amended at any time – please see marked in red below.



ATIC AUSTRALIAN TOURISM INDUSTRY COUNCIL

Welcome Michelly Dall
Ava

[User Guide](#)
[Organisation Details](#)
[Account Details](#)
[Add Organisation](#)

User Account Details: [Redacted]

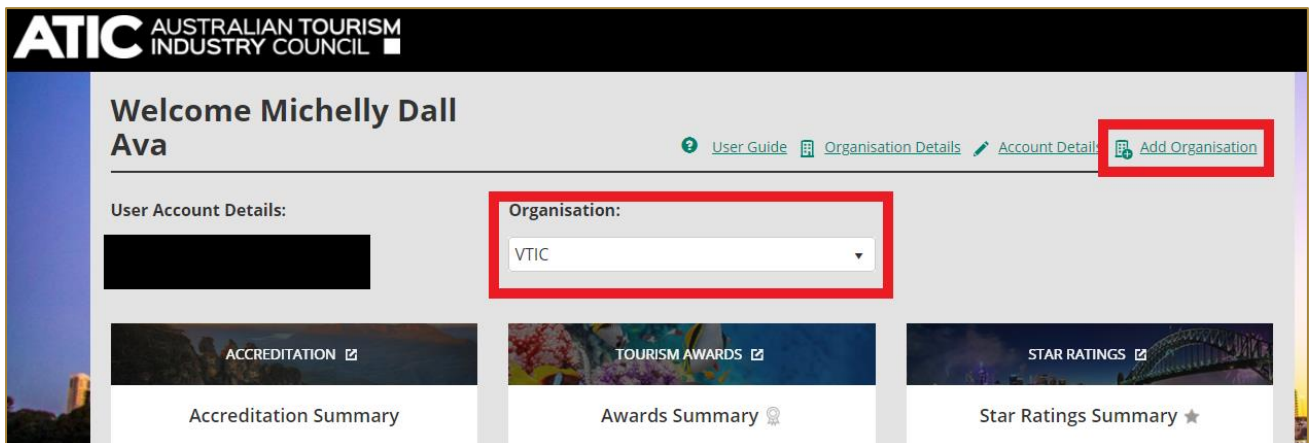
Organisation: VTIC

ACCREDITATION [View](#) | TOURISM AWARDS [View](#) | STAR RATINGS [View](#)

Accreditation Summary | Awards Summary | Star Ratings Summary

Add a new business

If you have more than one business, you can also add this to your dashboard - please see marked in red below.



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User Account Details: [Redacted]

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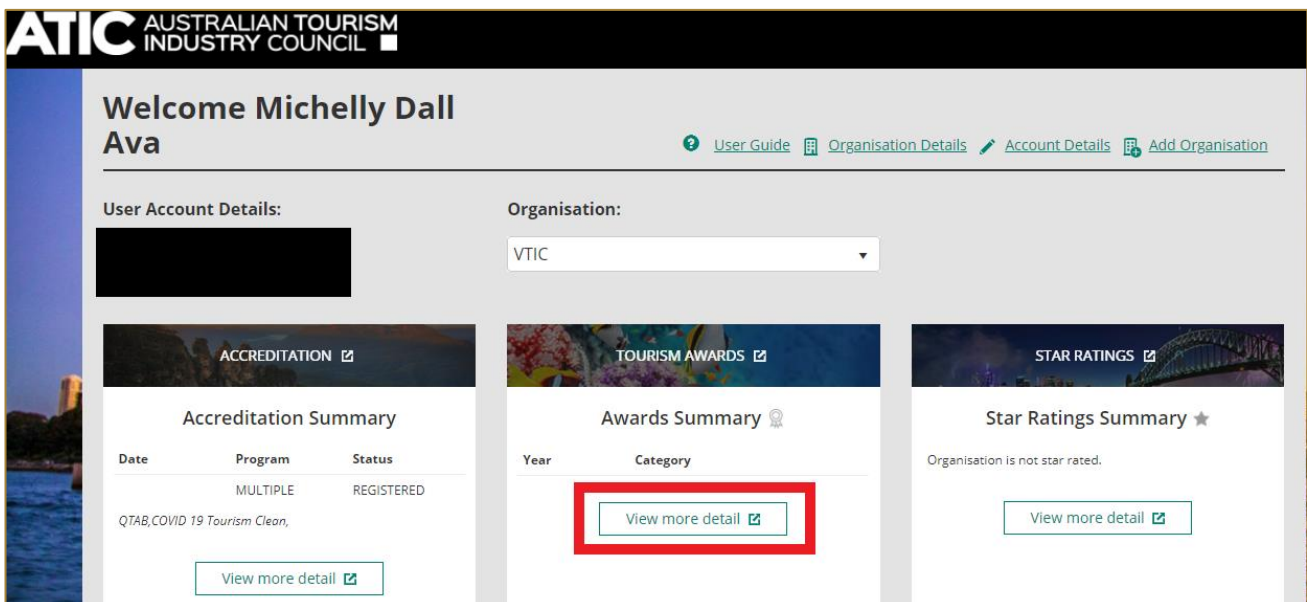
ACCREDITATION [View](#) | TOURISM AWARDS [View](#) | STAR RATINGS [View](#)

Accreditation Summary | Awards Summary | Star Ratings Summary

Nominate for the Tourism Awards – Step-by-Step

Once your account is set up, you can start the nomination process.

Proceed to *View more detail* under Tourism Awards - please see marked in red below.



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ACCREDITATION [View](#) | TOURISM AWARDS [View](#) | STAR RATINGS [View](#)

Accreditation Summary

Date	Program	Status
	MULTIPLE	REGISTERED

Q7AB_COVID 19 Tourism Clean

[View more detail](#)

Awards Summary

Year	Category

[View more detail](#)

Star Ratings Summary

Organisation is not star rated.

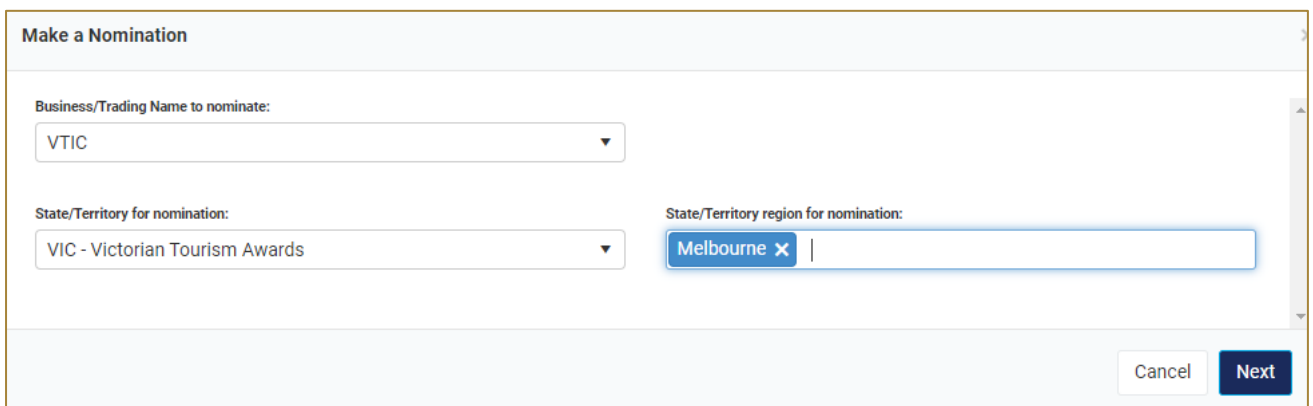
[View more detail](#)

Click on *Nominate Now* - please see marked in red below.

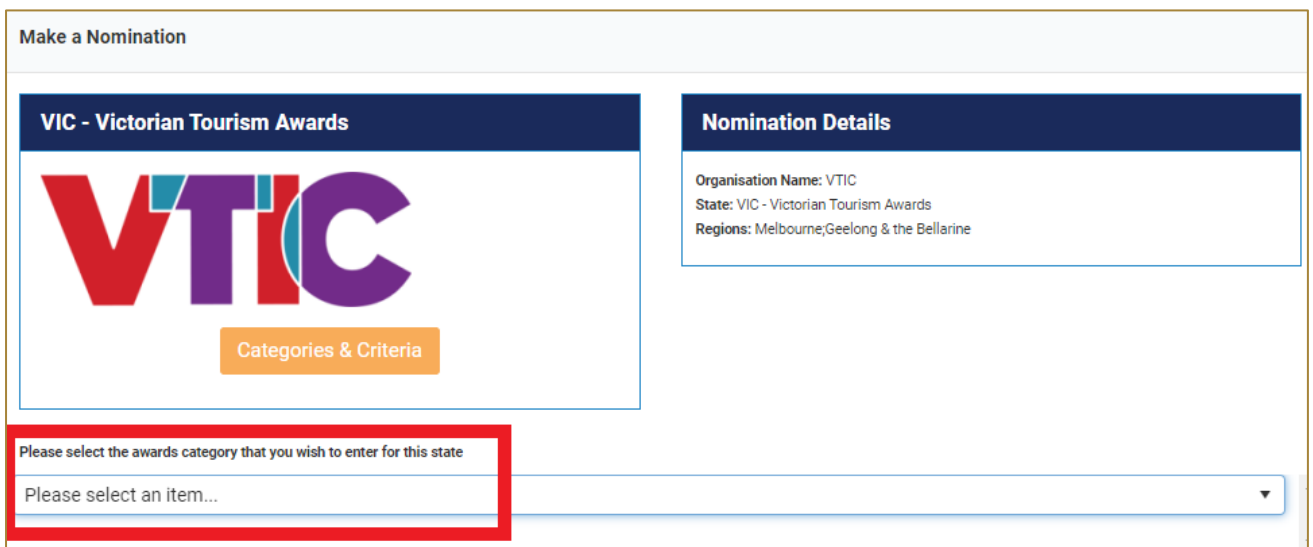


- Select the business you are nominating (if you have more than one under your account)
- Select VIC – Victorian Tourism Awards
- Select the region/s your business operate. Please note that you can select multiple regions in this field.

Please refer to the screenshot below.



Select your chosen category - please see marked in red below. If entering more than one category, each entry requires a separate nomination.



The next step will ask you to agree with the terms and conditions of the Tourism Awards and respond to the below:

- Name of establishment/ event/ person being nominated for the awards. Please note this can be the same or different from your business name. As an example: VTIC wants to nominate the Melbourne Tourism Leadership Program for the *Tourism Education and Training* category. Our account/business would be set-up as VTIC, but in this field, we would want to enter *Melbourne Tourism Leadership Program*.

Please note: the name you add to this field will be the name displayed on screens, in the printed awards program, on certificates and trophies etc.

- A 100-word description for your entry to demonstrate eligibility for the chosen category.
- The following URL links of your establishment/ event (if applicable):
 - Website
 - Facebook
 - Twitter
 - Instagram
 - Pinterest
 - Google
 - TripAdvisor
 - Booking.com

Please note: these links will be accessed by the judges for the online review.

- Site inspection details
 - Address where inspection is to occur
 - Contact name for the site inspection
 - Email
 - Phone and mobile number
 - Special instructions/ comments for the site judge

Please note: the site visits will be conducted during the judging period, between September and October 2021, and at a time agreed by both the site visit judge and the business. If any of the above details change during the course of the program, please ensure the information is amended. Individual categories (29, 30, 31) do not receive a site visit.

Now, all you need to do is click submit!

The Tourism Awards Program Coordinator will review the nomination to confirm its eligibility. Once the nomination has been approved, you will receive an email confirmation.

The next time you log-in to the online portal, proceed to the Tourism Awards dashboard (it is same process as of when you were starting the nomination) to view your entry - please see marked in **red** below.

Once your nomination has been approved by the Program Coordinator, you can start your entry. Click on *View Entry* under the nomination - please see marked in **red** below.

Your Nomination(s)						
Nominated	Category	State/Region	Payment	Status		
▶ Portobello Tourism	Top Tourism Town	VIC - Victorian Tourism Awards Melbourne	APPROVED	Judged: 0/3 Onsite Unassigned INCOMPLETE ✘ Accredited	View Entry	Details
▶ Portobello Tourism Portobello Tourism Program	26. Tourism Education and Training	VIC - Victorian Tourism Awards Melbourne	APPROVED	Judged: 0/3 Onsite Unassigned INCOMPLETE ✘ Accredited	View Entry	Details
▶ Portobello Tourism Portobello Tourism	25. Excellence in Food Tourism	VIC - Victorian Tourism Awards Daylesford and the Macedon Ranges	APPROVED	Judged: 0/3 Onsite Unassigned INCOMPLETE ✘ Accredited	View Entry	Details
▶ VTIC test	02. Tourist Attractions	VIC - Victorian Tourism Awards Melbourne/Geelong & the Bellarine	PROCESSED	Judged: 0/3 Onsite Unassigned	Details	Cancel