



# Tips and Checklist for the 2022 Awards

## In here:

- **Tips and definitions:** important things to get right in your award application/s
- **Checklist:** a list of things to tick off before you hit 'send' on your application/s

## Tips and definitions

### PRESENTATIONS

#### *What 'presentations' are*

PSANZ defines presentations as speaking, training, entertaining or acting as a master of ceremonies (MC) at online, live and hybrid events.

#### *What 'presentation-related' income IS*

PSANZ defines presentation-related income as:

- excluding GST
- specific monetary fees paid by a client for your professional speaking services
- fees earned as a result of public events/sessions you have delivered
- revenue earned from sales of your own or others' products, including workbooks, handouts and other material or services, as a direct result of the presentation in addition to a monetary fee; and/or
- revenue earned from sales of the speaker's own or others' products or services at an event from payment or orders taken on the day.

#### *What 'presentation-related' income IS NOT*

Do NOT include these sources of income in your summary of presentation-related income:

- revenue generated as a result of sales by way of websites, book-stores or any other channel, outlet or media other than from a direct presentation, live or online, or
- payment or reimbursement of travel expenses, accommodation expenses, or any other form of remuneration or compensation other than by the ways outlined in 'presentation-related income' above.

### APPLICATIONS

You can format your entry in any way you wish, so long as:

- all the information is in ONE single document;
- it is in ELECTRONIC format: PSANZ will not accept hard copies, CDs or DVDs;
- it contains ALL the information required for the award you are applying for; and
- you have tested all LINKS to ensure judges can access hyperlinks to documents or other media in or on your own website or in Dropbox, Google Drive, YouTube, and similar platforms. PSANZ will not test these before sending your application to the judges.

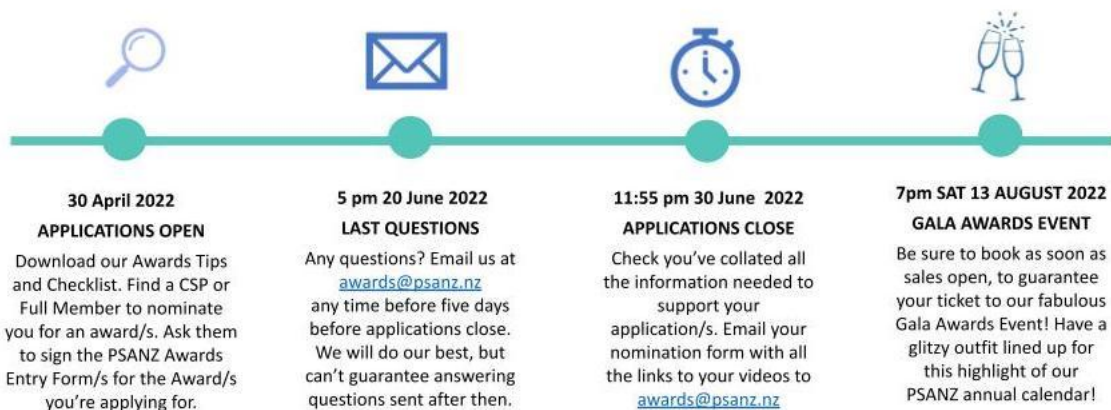
Remember that the judges will consider the overall quality and professionalism of your application.



## Checklist and Milestone dates for the 2022 PSANZ Awards

### Milestone dates for 2022 PSANZ Awards

You need to meet these milestone dates to qualify for an award.



Please ONLY email ONE document for EACH award, or PSANZ will reject your application. Remember to ask us as many QUESTIONS as you wish at any time before 5 pm on 20 June.

- Step 1: Download the entry form/s for the awards you want to apply for.
  
- Step 2: Find a Full Member of PSANZ to check you're eligible to apply for the award/s you want and to nominate you for them.
  
- Step 3: Make a list here of every item you need to include in your brilliant application, as set out in the entry [criteria on the webpage](#):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

Step 4: Check that you have included everything listed above in your brilliant application in ONE single electronic document and that shows a high standard of presentation and content.

Step 5: Check that all links in your application are live and accurate.

Step 6: Email your application to [awards@psanz.nz](mailto:awards@psanz.nz).

Step 7: Check your email for confirmation of the applicatio.

Step 8: Congratulate yourself for taking this significant step to advance your professional speaking career!