ARMA Awards 2027: Guidance Notes for Nominators

This document outlines a set of guidance to support you with your nomination.

Before you begin:

- Please refer to the description and eligibility criteria of the award and ensure your examples meet one or more of the attributes of the award.
- If you are nominating the same nominee for different award categories, please complete a new nomination form for each award.

How to make a nomination

Nominations must be submitted to awards@arma.ac.uk using the ARMA Awards Nomination Form (Microsoft Word document). The Nomination Form has been designed to provide the judges with all the information they require to arrive at decisions.

The judges will only evaluate material contained on the nomination form, disregarding any prior knowledge they may have of the nominees. Please note, judges are required to declare conflicts of interest for the judging process.

ARMA members (including those who hold a seat on ARMA committees and all working groups except the award working group) and non-members may submit nominations for any of the Awards.

There does not need to be a formal relationship between nominator(s) and nominee(s).

It is the responsibility of the nominator(s) to secure the agreement of the nominee(s) that their nomination may be submitted. This is particularly important as it is a condition of nomination that the nominee(s) agree, if shortlisted for an Award, to work with ARMA to develop and publish case studies based on their nomination.

Eligibility

Only current members of ARMA may be nominated or self-nominate for any of the Awards.

Individuals nominated for an award, including self-nominations, must hold an active ARMA membership at the time of submission and at the time of the Awards Ceremony.

Team nominations

Where a nomination relates to a team or involves multiple individuals, at least one individual included within the nomination must hold an ARMA membership.

Use of hyperlinks and accompanying materials in nominations

The use of hyperlinks within the nomination form is not permitted, any hyperlinks which are included will be disregarded.

No accompanying or additional material will be accepted. The judges will only evaluate material contained on the nomination form, disregarding any prior knowledge they may have of the nominees.

Nomination submission process

All nominations must be completed using the nomination form and submitted by email to awards@arma.ac.uk in Microsoft Word format.

The closing date for receipt of nominations will be the end of the day (23:59 UK Time) on **Friday 15 January 2027**. No late or incomplete nominations will be accepted. In exceptional circumstances, ARMA may, at its discretion, grant a short extension. Requests for an extension must be submitted before the nomination deadline by emailing awards@arma.ac.uk

The Awards Working Group reserves the right to move a nomination to a different award category. You will be informed if this is the case.

Guidance on use of artificial intelligence (AI) tools

Nominators are permitted to use AI as a support tool. However, the nomination must reflect the voice of the nominator and original work of the nominee. Any use of AI (such as ChatGPT, Grammarly, Gemini etc) must be declared in the nomination form.

The judging panel will not use AI for assessing nominations.

The Awards Working Group reserves the right to disregard any nominations which it deems are predominantly/inappropriately AI generated.

Nomination Form

1. Award Category:

2. **Name(s) of Nominee(s):**

Where a nomination relates to a team or multiple individuals working together, please also provide the name by which the team, project, collaboration, initiative or activity is commonly known.

Nominee(s) contact details:

Where a nomination relates to a team or multiple individuals working together, this is the primary person ARMA will contact regarding this nomination, including any shortlist, award, publicity or follow-up activities.

3. Place of work:

4. Job title:

5. Email:

6. Phone (optional):

7. ☐ By ticking this box, I hereby confirm the Nominee is an ARMA member.

Where a nomination relates to a team or multiple individuals working together, ARMA may contact the nominee(s) to confirm which individual fulfils the membership requirement.

Nominator contact details:

8. Name of Nominator**:**

9. Place of work:

10. Job title:

11. Email:

12. Phone (optional):

13. Short Description (maximum 100 words):

Please avoid including the names of individuals within your response wherever possible, as nominations will be anonymised before being shared with judges.

14. Full Description (maximum 750 words):

Please avoid including the names of individual within your response wherever possible, as nominations will be anonymised before being shared with judges.

15. Declaration of AI use

Nominators are permitted to use AI as a support tool.

I/we declare that the nomination reflects my voice as the nominator and the original work of the nominee.

☐ By ticking this box, I/we hereby confirm AI **has not** been used in the nomination.
☐ By ticking this box, I/we hereby confirm AI **has** been used in the nomination.

16. Please state the AI tool, app or programme used:
17. Explain how you have used AI in your nomination:

18. Declaration by Nominee(s):

I/we declare that I/we consent to being nominated for the 2027 ARMA Award Category as set out in this form. I/we agree that, in the event of being shortlisted for the Award, I/we may be required to work with ARMA staff to prepare a case study on the subject matter contained in this nomination which may include text, photographs, audio and video material (to be prepared at ARMA's cost). The case study will become and remain the property of ARMA UK Ltd and may be made freely available by ARMA to members of the Association.

I/we confirm that, to the best of my/our knowledge, the information provided in this form is true and accurate. I/we understand that ARMA reserves the right to reject, withdraw from consideration, or rescind any nomination or award where information is found to be materially inaccurate, misleading, or false.

☐ By ticking this box, I hereby consent to be nominated and confirm that, to the best of my knowledge, the information provided in this form is true and accurate.

19. Declaration by Nominator:

I declare that I nominate the above-named person(s) for the 2027 ARMA Award Category set out in this form. I certify that I have the agreement of that/those person(s) to submit this nomination.

I confirm that, to the best of my knowledge, the information provided in this form is true and accurate. I understand that ARMA reserves the right to reject, withdraw from consideration, or rescind any nomination or award where information is found to be materially inaccurate, misleading or false.

☐ By ticking this box, I hereby confirm I am the nominator of the above-named person(s) and that, to the best of my knowledge, the information provided in this form is true and accurate.

Nomination Form Guidance Notes:

1. Insert the Award category for which this nomination is being made
2. Insert the title and full name of the nominee(s)

Nominee(s) contact details

3. Place of work
4. Job title
5. Email address
6. Telephone number
7. Confirm the ARMA membership status of the nominee(s)

Nominator contact details

8. The title and full name of the nominator
9. Place of work
10. Job title
11. Email address
12. Telephone number

Nomination details

13. Set out a short description, using a maximum of 100 words, of the project, initiative, work and/or person(s) on which the nomination is based. In the event of the nominee(s) being shortlisted for the Award, this short description will be published as part of the shortlist. It is important, therefore, that it is self-contained (i.e. does not rely on other information contained in the form), is readily comprehensible to non-expert readers, and is free from jargon and acronyms. It is not necessary to use the full 100 words but any words in excess of the 100-word limit will be disregarded by the judges. ARMA reserves the right to retain the short description and use it over subsequent years for promotional activities of ARMA Awards.
14. Set out a full description of the project, initiative, work and/or person(s), explaining how it meets the criteria for the Award. It is not necessary to repeat text contained in the short description, as both will be read by the judges. The description should contain all the information necessary for the judges to assess the nomination against the criteria. It should not contain links or references to external information, testimonials or resources. Where such are relevant to the nomination, they should be

included within the text. It is not necessary to use the full 750 words but any words in excess of the 750-word limit will be disregarded by the judges.

15. Declare the use of AI.
16. Confirm the name of the AI tool used.
17. Explain how the AI tool was used in the nomination.
18. Confirm that the nominee(s) has consented to be nominated and that the information submitted within this form is true and accurate.
19. The nominator must confirm they are the nominator and that the information submitted within this form is true and accurate.

Timeline

Monday 12 October 2026	Call for nominations open
Wednesday 18 November 2026	ARMA Awards Information Session
Friday 15 January 2027	Call for nominations close
January and February 2027	Judging panels score the nominations
Late March 2027	Shortlist for each award category is announced
Tuesday 15 June 2027	Winners announced

Further information

Contact: ARMA Awards Team at awards@arma.ac.uk