

EPA Awards 2017 Rules & Regulations

1. Introduction

The European Parking Award has been established by the European Parking Association (EPA) as a biennial award for excellence in parking. A prize can be awarded in each of the following five categories

- Category 1** **New parking structures**
- Category 2** **Renovated parking structures**
- Category 3** **On-street parking projects**
- Category 4** **Innovative schemes in parking**
- Category 5** **Marketing & communication on parking**

There will be an additional discretionary jury's award if a non-winning entrant is considered of particular merit.

The objective of the awards is to promote qualitative improvements in public car parking both on- and off-street. The contributions of the parking operation to the parking policy, to Sustainable Urban Mobility Plans and to urban development are important factors.

In particular the awards seek to promote improvements in both services provided to the customers and effective and sustainable management of the facilities.

The awards also promote the development of good working practices in on-street parking.

The awards will be presented during the 18th EPA Congress in Rotterdam September 20-22, 2017 in a special ceremony in the afternoon on September 20, 2017.

2. Conditions of Entry

Entries must relate to projects which have been opened, re-opened or introduced between January 1, 2015 and December 31, 2016.

Entries can be made by any party, involved in parking: (semi) public bodies, private and public operators, suppliers and consultants, etc.

Entrants may submit any number of entries but each entry must use a separate entry form.

All entries must be submitted electronically by email or other file transfer programme to the EPA Secretariat <mailto:epa@europeanparking.eu> no later than **Thursday, January 12, 2017**.

EPA will have the unfettered right to use the material provided for each entry.

An entry fee of **EUR 950,-** is due for each entry payable by bank transfer into the account of the EPA. Only when the entry fee has been received the entry qualifies for submission and short listing.

A selection committee will shortlist up to 3 entries in each category. The shortlisted entries will be visited or inspected by a jury, to decide on the winning entry in each category.

Each shortlisted entry must be presented by a representative for the project at the 18th EPA Congress in Rotterdam in the Award ceremony on September 20th, 2017.

Each shortlisted entry must provide a PowerPoint presentation or a video (specifications see below) for exhibition in the congress.

3. Explanation of Categories

Category 1 – New parking structures

Entries must relate to a new public parking structure. A car park is considered to be public if any motorist can use the facility.

Category 2 - Renovated parking structures

Entries must relate to a car park, where after renovation the main physical structure of the old car-park must be maintained and included in the new project, and the original car park must be at least 10 years old. The assessment will be limited to and based on the improved quality and operational success of the renovation project rather than an assessment of just the building situation after renovation of the car park.

Category 3 – On-street parking projects

Any parking project specifically related to on-street parking in public domain, is eligible. If an entrant's project addresses only one, or a few aspects of the total process of on street parking, entrants should complete their assessment forms accordingly writing "not applicable" for any part of the form that is not relevant to their entry.

Category 4 - Innovative schemes on parking

Entries in this category can be any innovative technology or working process where the product or scheme contributes to the customer experience and/or effectiveness of the parking process. The scheme may concern either parking structures, off- street parking lots or on-street parking. Entries in this category could include new technology or a new way of delivering parking services. To be accepted the entered system must be fully and successfully implemented and working in at least one location.

Category 5 – Marketing and communication on parking

Entries in this category can be about marketing and/or communication, contributing to better perception of parking by consumers and/or other stakeholders. Entries in this category may include evaluation or satisfaction surveys amongst users or other stakeholders to prove effectiveness of marketing and communication. The scheme may concern either parking structures, off- street parking lots or on-street parking in public domain.

Jury's award

Entries cannot be made for the jury's award. Any of the entries, not being a winner in one of the categories, can be selected for the jury's award at the discretion of the jury members together with the EPA president.

4. Material that has to be delivered by all entries

1. Entry Form

For each project one entry form must be filled in and submitted to the EPA secretariat. The entry form is available for download on www.europeanparking.eu or can be obtained by request from the EPA Secretariat.

2. Assessment form

The applicant should fill in all relevant information in column B of the assessment form, not exceeding the limits given for the number of words allowed (where applicable/ 50 words maximum). There is one assessment form for each category. The assessment form is available for download on www.europeanparking.eu or can be obtained by request from the EPA Secretariat.

3. PowerPoint Presentation

The applicant should deliver a PowerPoint presentation with a maximum of 10 slides, suited for both printing/copying. This PowerPoint presentation should not exceed the size of 10MB.

The bottom line of each slide must display the Award category, the project name and location.

In the short listing process this presentation is used to obtain a first overview of the project. Parking projects become more and more complex buildings and schemes, interacting with the area around and many environmental aspects. Many of those aspects cannot always be recognized by the jury members during the visit. Thus a good project should be supported by a proper presentation, drawing attention to the highlights of the specific project and an answer to the sentence: Why should this project win an award?

In case an entrant is shortlisted this PowerPoint presentation can be used to illustrate the project in a continuous presentation in the congress exhibition area.

4. Photographs

Up to ten photographs of the entered project (those can be the same as used in the power point presentation) in a resolution of at least 300dpi need to be submitted. A selection of those photographs will be used for illustration of the entries in the magazine Parking Trend international, where all entries will be presented with a short article in the first three editions of 2017. Should there be no photographs available (depending on the project, for example in category 4) please submit drawings or other illustrations related to your project.

5. Text about the project

Please provide a text as a word doc with the length of 600 to 800 words introducing your project. This text will serve as a basis for an article to present the project in the magazine Parking Trend international, where all entrants will be featured in one of the editions prior to the congress.

6. Attachments (optional, only for cat 3, 4 or 5)

If the entry is in category 3, 4 or 5 containing supporting technical reports or other materials, the form should include an abstract summary of the arguments, sufficient for the selection committee to assess the entry for short listing. Reports could be attached for in depth judging by the jury, once shortlisted, but attachments should not be necessary to assess the entry for short listing.

7. Entry Fee

Each entry must pay the entry fee of €950, - per entry. (In addition to 19% VAT if applicable). After submitting the entry form entrants will receive an invoice to the address stated on the entry form. The entry fee has to be made by bank transfer in Euros into the account of EPA. Only when the entry

fee has been received the entries qualify for short listing.

5. Format/Media

All materials such as entry form, assessment form, attachments, PowerPoint presentation, photograph and text have to be delivered electronically by email or a file transfer programme such as dropbox or We Transfer to epa@europeanparking.eu

! NEW ! Do not submit any printed documents. Do not send in any CDs.

Format for the documents:

Entry form: pdf

Assessment form: word doc and pdf

PowerPoint presentations: ppt and pdf

Photographs: jpg, 300dpi

Text of 800 words: word doc

Please name each document in the following manner:

Category_ Country_ City_ Project Name _type

Example to name a file for the entry form of a garage for Category 1:

1_Netherlands_Rotterdam_Markthal_entryform.pdf

6. Judging

The judging criteria for each category are listed in the relevant assessment forms for each category.

1. Shortlist

The selection panel for the shortlist consists of members of the board of the EPA and of the Policy and Strategy Committee of the EPA. The selection panel will select a maximum of three projects from each category. Before short listing the selection panel is entitled to reclassify entries if necessary or decide not to select any projects for a particular category if the quality is not considered acceptable. All entrants will be notified after short listing is completed.

2. Jury

The EPA board will appoint expert jury teams for each category to assess the shortlisted entries. In order to avoid that any member of a jury team will be judging any entry submitted by an organization that they have a direct or commercial interest in, the jury teams will be selected after the publication of the shortlist.

The jury teams will visit the shortlisted projects and decide on the winning entries once all projects in the category have been visited.

The general form of the visit will be:

- 15 minutes presentation by the entrants.
- 30 minutes inspection/consideration by the judges without the entrants being present. For categories 3, 4 and 5 this may be replaced by a guided visit and/or demonstration.
- 15 minutes questions by the judges.



The decision of the jury team is final and strictly confidential, only the President of the Board will be informed. The decision about the winners will remain secret and no information on any winner will be publicized or disclosed before the Award Ceremony.

Neither the EPA board nor the jury will enter into any discussion about the awards. Any attempt to influence the decisions will result in disqualification.

7. EPA Award ceremony and presentation session at the 18th EPA congress 2017

All shortlisted entries are requested to send one representative to the 18th EPA congress in Rotterdam to give a short presentation about their project in the EPA Award ceremony on September 20, 2017. The presentation time is strictly limited to 90 seconds.

Each shortlisted entrant is free to choose the format of the presentation, either a PowerPoint (this can be the same as submitted for the entry) or a video.

The decision which format will be presented and the submission of the content of the 90 second presentation is due for submission by August 30, 2017. The PowerPoint can be the same as used for the entry.

The representative (one person for each shortlisted project) will have the status of a speaker at the EPA congress, with free entrance to the congress and evening events.

All shortlisted entrants will receive a certificate of nomination during the award ceremony.

In the congress exhibition area there will be a continuous presentation of the PowerPoint presentations or videos submitted.

8. Publicity for the Awards

Magazine:

All entries will be featured with an article in one of the first issues of Parking Trend International magazine of 2017.

Website:

There will be publication of the shortlisted projects and the results of the competition on the EPA website www.europeanparking.eu

EPA email-newsletter:

The EPA Awards entries, shortlist and winners will be announced in the EPA newsletter.

9. Timetable

January 12, 2017	deadline for entries
by March 30, 2017	Selection of shortlist and information to all entrants Appointment of Jury members
April - June 2017	Jury visits to shortlisted projects
by July 28, 2017	Registration of representative of each shortlisted project for the EPA Award ceremony on September 20, 2017
by August 30, 2017	Submission of final video or ppt presentation of each shortlisted project for EPA Award ceremony
September 20, 2017	Award ceremony at 18 th EPA congress in Rotterdam, The Netherlands

10. Questions?

For further information or any questions related to the EPA Awards please contact:

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