



YOUR ONE-STOP GUIDE TO ENTERING THE SKIFT MEETINGS AWARDS

The Skift Award Force platform has been designed with Skift Meetings Awards entrants like you in mind. The interface is simple and intuitive, with easy-to-use elements that make submitting your entry as easy as possible.

Below you'll find some commonly asked questions and their answers regarding the entry process - along with a few handy screengrabs to help you visualize the steps.

There's also a full list of general frequently asked questions at the very end of this document, that should help clear up any further queries you may have.

Key Information

Entries open: 05 March, 2024

Entries close: 11 June, 2024

Entry fees:

Early Bird Pricing: **\$150.00**

Regular Pricing: **\$175.00**

Table of Contents

Registration and Login	3
How do I register for an account?	3
What if I forgot my password?	4
How do I change my login information?	5
I'm not receiving any email communications from you. What can I do?	6
Creating and Submitting Entries	7
How do I create an entry?	7
How do I submit an entry?	9
How do I pay for an entry?	13
What happens after I submit my entry?	14
How do I edit an existing entry?	15
Frequently Asked Questions	17

Skift.

Log in or register

Email

Continue

or log in with

Facebook X (Twitter)

Google LinkedIn

Skift

Welcome to the Skift Awards portal

Start here

- 1 Create your account
- 2 Select your chapter
- 3 Choose your category
- 4 Start your entry
- 5 Submit your entry

Submissions will be opening soon. You can pre-register your interest for 2024 by visiting the [website](#).

Share

f X p in v

Key Information

Submissions Open

Skift IDEA Awards: 30 January, 2024
 Skift Meetings Awards: 05 March, 2024
 Skift Short Term Rental Awards: 22 May, 2024

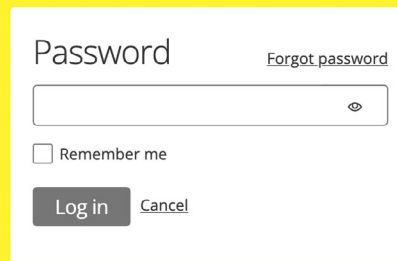
How do I register for an account?

Registering for an account is easy! Simply navigate to <https://skiftawards.awardsplatform.com> and enter your email address (or mobile number) before clicking **Continue**.

If your email or mobile number is not associated with another program you'll be asked to confirm your identity with a six digit security verification code before providing your first name, last name, and a 12-character password.

If you have previously created an account, you will simply need to enter your registered email address (or phone number), along with the password attributed to your account.

Skift.



Password [Forgot password](#)

 Remember me

What if I forgot my password?

If you've forgotten your password, there's no need to worry. From the home page, enter your email address and click continue. You will then be directed to the login page, where you can click the [Forgot password](#) link shown and follow the prompts.

If you have any issues logging in that cannot be resolved via the above, please reach out to the team on awards@skift.com.

- Profile
- Downloads
- Log out

Skift.

My entries

 Advanced

Hello, Skift Awards!

You have no entries yet. What are you waiting for?

[Start entry](#)

How do I change my login information?

You can update your login information at any time by clicking on your name in the top right corner of the page and selecting **Profile**.

From here, you can change your email address or set a new password.



Edit profile

Profile

Account fields

Security

Preferences

Subscriptions

[Important information about subscriptions](#)

- Broadcast emails
- Notification emails
- Notification SMSs

Cookies

- Necessary
- Analytics
- Social sharing
- Marketing

Dark mode

- Disabled
- Automatic (based on your OS configuration)
- Enabled

Save

I'm not receiving any email communications from you. What can I do?

If you aren't receiving communications from us, there are a few things you can check:

- Look for the message in your junk or spam folders or any social/promotional tabs that you have configured in your inbox. Broadcasts and notifications from the platform can occasionally be routed to these areas.
- Mark the domain from which notifications and broadcasts are sent, app.awardforce.com, as allowed or safe listed.
- Check your profile settings to see whether you've opted out of broadcasts and notifications. To do so, **click on your name in the top right corner of the page** and then open the **Preferences** tab. Ensure all of the subscription options are checked, as this is how we will communicate with you throughout the process.

Skift.

My entries

 Advanced

Hello, Skift Awards!

You have no entries yet. What are you waiting for?

[Start entry](#)

How do I create an entry?

Once you've logged into the platform, you will be routed directly to the **Entries** page. To create an entry, click the **Start entry** button.

Top Tip: There is the option to download a blank PDF entry for reference. From the **Entries** page, select your chapter from the chapter drop down, followed by the category you would like to enter. The option to download a blank PDF entry will then appear.

For categories, see next page.

There are 15 categories to choose from that sit under three main parent categories:

Tech Providers

- Most Innovative Event Technology Product
- Best Site-Sourcing Solution
- Best Event Management Platform

Hotels

- Best Hotel Chain (Global)
- Best Hotel Chain (U.S.)
- Best Hotel (Global)
- Best Hotel (U.S.)
- Best Hotel Event Space (U.S.)
- Best Hotel Event Space (Global)
- Best All-Inclusive Hotel Chain (Global)

Other Suppliers

- Best Destination Marketing Organization (U.S.)
- Best Destination Marketing Organization (Global)
- Best Convention Center (U.S.)
- Best Convention Center (Global)
- Best Cruise Line

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

- Start here
- Company Information
- Submission
- Attachments
- Confirmation

Welcome

Welcome to the Skift Awards portal

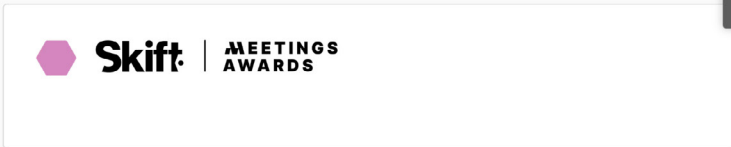
Please begin your submission by selecting either **Skift IDEA Awards**, **Skift Meetings Awards** or **Skift Short Term Rental Awards** from the chapter drop down below, followed by the category you would like to enter.

Top Tip: There is the option to download a blank PDF entry for reference. Please follow the steps above and the download option will appear.

Chapter
 Skift Meetings Awards (entry round closed)

Category
 HOTEL CATEGORIES

Best All-Inclusive Hotel Chain (Global)



A new category for 2024, the Best All-Inclusive Hotel Chain will recognize an all-inclusive hotel chain that has consistently demonstrated excellence in providing comprehensive services for meeting and events on a global scale, with a commitment to offering all-inclusive packages that encompass world-class facilities, services, and experiences

Submissions should be able to clearly demonstrate why they are setting the standard for all-inclusive offerings, with a dedication to delivering unparalleled experiences that contribute to their reputation.

Download blank entry PDF for reference

How do I submit an entry?

There are four sections within the submission form that you must complete - navigated via the tabs at the top of the form - that each contain a number of mandatory fields that are required in order for your submission to be successfully submitted.

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

- Start here
- Company Information
- Submission
- Attachments
- Confirmation

Company Information

You Company Role

Internal: We're applying on behalf of our team

External: We're applying on behalf of a client

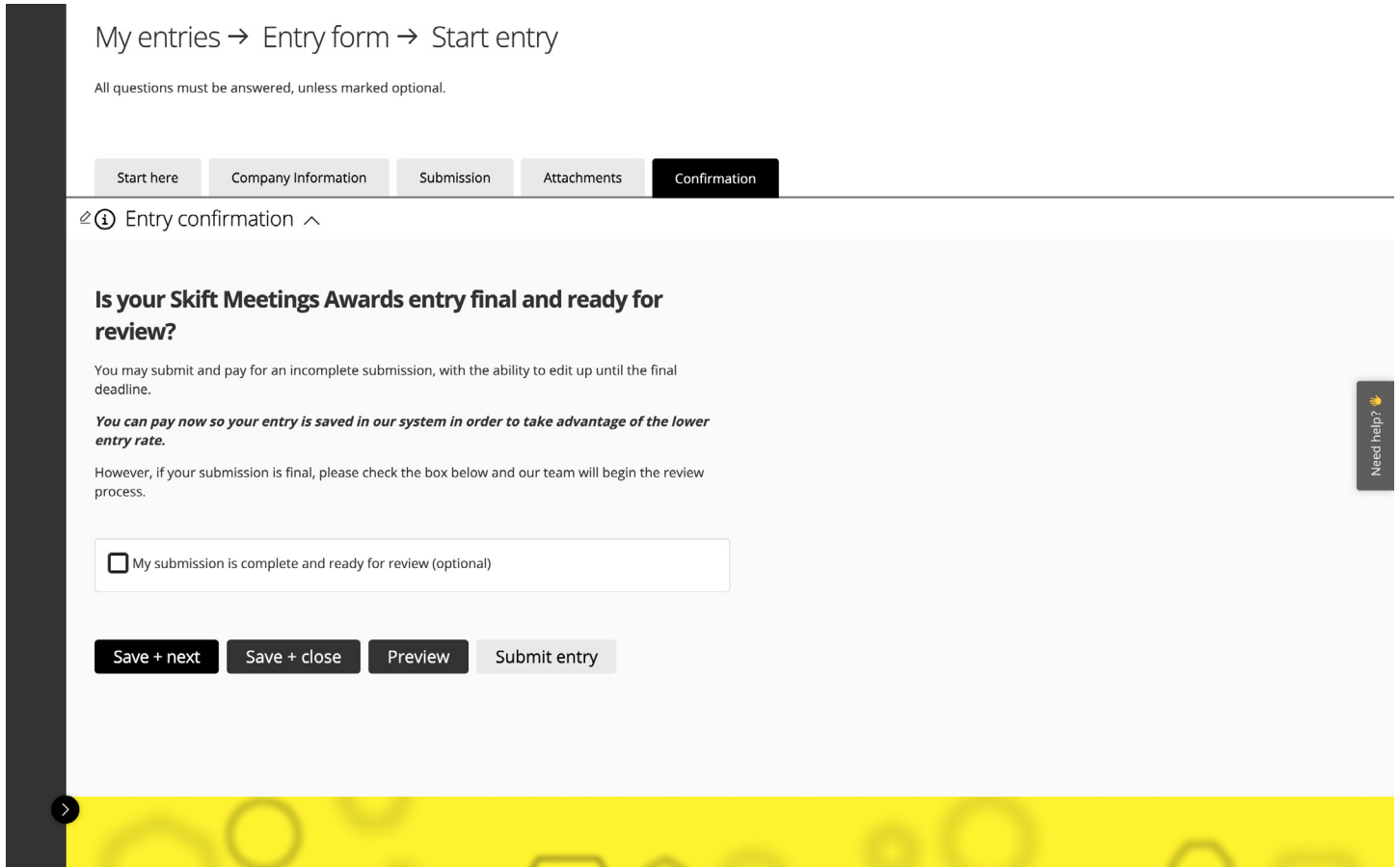
Are you a returning entrant?

Yes

No

The **Submission** tab is the most important section of the form, as this is where the mandatory elements of your submission that will be judged is collected (should your submission successfully progress through the process).

Once all required fields have been completed, you can click the **Submit entry** button from any tab to submit your entry, or navigate through to the **Confirmation** tab.



You will not be able to submit your entry if any of the mandatory fields are left incomplete. These elements will be highlighted within the system via a **red notification**.

Skift Enter Cart Skift Awards

My entries → Entry form → Edit entry

All questions must be answered, unless marked optional.

Whoa! That's not ready yet - please check the highlighted fields and tabs.

Start here Company Information **Submission** Attachments Confirmation

Submission

Company Name
Skift

Entry Title 6 / 20 words
Skift: Redefining the future of travel
Please provide a title for the submission.

Company Overview 97 / 100 words
Skift (verb) - origin: Nordic languages - meaning: Shift; transformation.
As the daily homepage for the world's largest industry, we are the leading news source for travel executives. We've proven ourselves as the information and intelligence brand at the center of it all, monitoring the ever-evolving transformation into the future of travel.
Every day, our award-winning team of journalists provides pivotal media insights on key travel content, with marketers, strategists and technologists top of mind. In doing so, we deliver
Please provide a short company overview.
(Max. 100 words)

If you are looking to submit your entry early in order to make the most of the lower entry rates, you may include placeholder language within these sections for the purpose of submitting and come back at your convenience to edit up until the entry deadline.



Cart

	Quantity	Amount
Early Deadline Entry: Skift Awards Test Entry Chapter: Skift Meetings Awards Category: HOTEL CATEGORIES: Best All-Inclusive Hotel Chain (Global) Slug: xkLeKyWd	1	\$ 150.00
Sub-total		\$ 150.00
Payment processing fee (0.00%)		\$ 0.00
GST (0%)		\$ 0.00
Total		\$ 150.00

[Add more entries to cart](#)
[Apply discount code](#)

256 bit SSL encryption secured checkout



Billing currency

USD

Billing address

Company name (if applicable)

Country

Address

City / suburb

State

Postcode

Payment method

American Express

Diners Club

Discover

Need help?

How do I pay for an entry?

Upon clicking the **Submit entry** button, you'll be directed to a cart to complete the check out. Provide the required billing information, such as country and address, and click **Proceed to payment**. If you have been provided with a discount code, you will have the opportunity to include it on this page.

Next, you'll be redirected to a page to supply your credit card information and complete the payment.

If you are submitting more than one entry, you can click the **Add more entries to cart** button to pay for all of your submissions in one batch. Upon clicking, you'll be redirected to the **Entries** page. From here, you can create a new entry or edit an existing entry before submitting.

Skift.

Payment received

Emails have been sent to you confirming your payment and entry submission. Please download and print your invoice for your records:

 [Invoice](#)

You're submission has been received!

Thanks for submitting, your application is now in the running for consideration.

Check out the [website](#) for details of next steps.

In the meantime, why don't you tell your network you're in the running for a Skift Award!

We're very social, you can find us on [Facebook](#), [X](#), [Instagram](#) and [LinkedIn](#).

We also have a number of exciting initiatives taking place throughout the year, take a look [here](#)!

Share



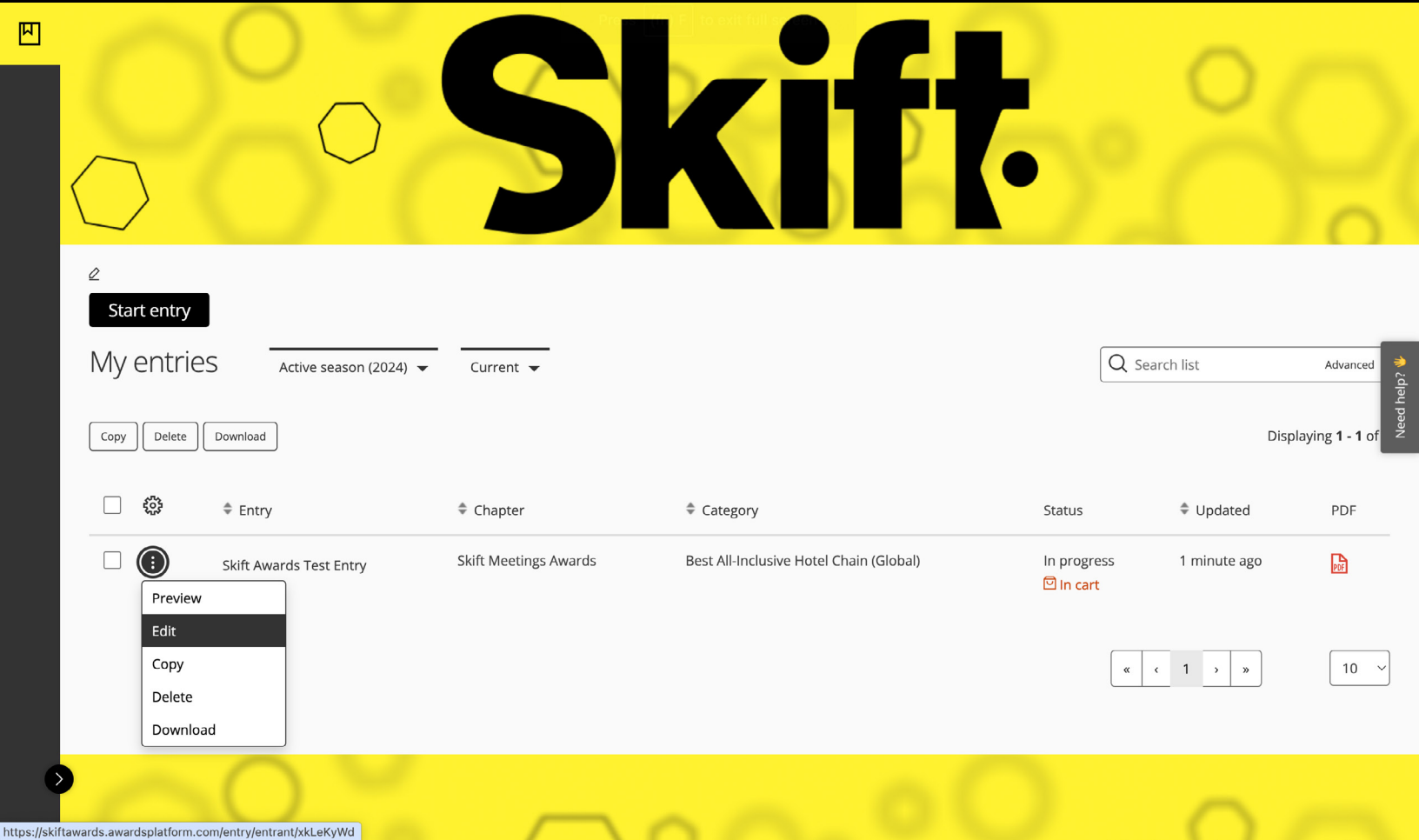
[Return to my entries](#)

What happens after I submit my entry?

When you successfully submit and pay your entry, you will receive an automated response from the system confirming receipt.

You may make edits to your submission up until the entry deadline, at which point the system will close and no further edits will be allowed. **Please ensure you allocate ample time near to the deadline date to ensure that your submission is complete, proofed and ready for final submission.**

From the confirmation page, you will be able to download a PDF copy of your invoice for your records. You will also receive a confirmation email and your invoice via email to the email address associated with your account, so **please ensure you are subscribed to notifications from us.**



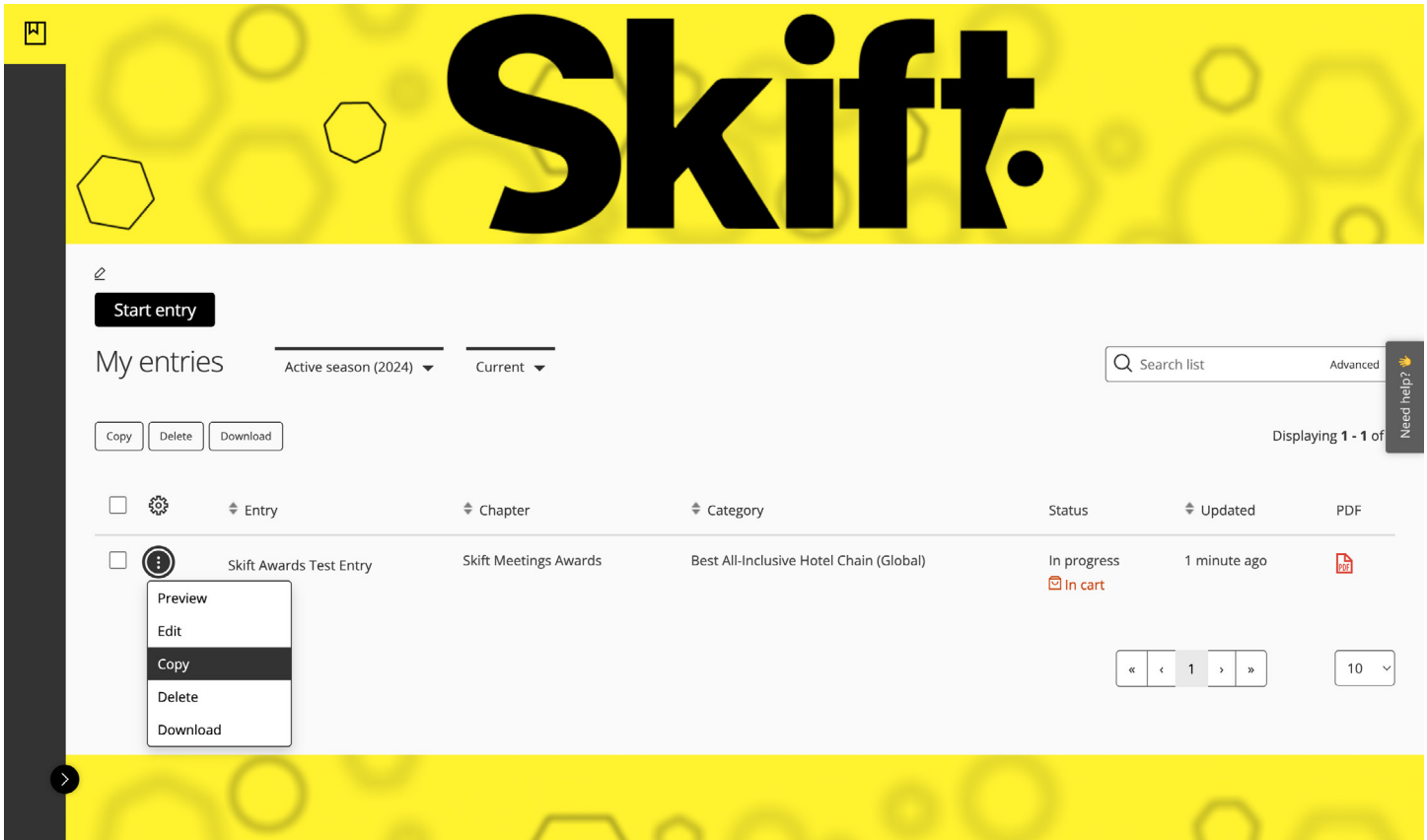
How do I edit an existing entry?

You can update an existing entry by either clicking on the **entry's name** or by choosing **Edit** within the overflow menu (three dots) associated with an entry.

You can make edits to your submission (even if you have paid) up until the entry deadline.

From this section you can also create a copy of an entry if you are looking to submit in more than one category. Choose **Copy** within the overflow menu (three dots) associated with an entry.

continued on next page



Simply click into the copy entry when the system finishes generating it, and you will be able to reassign the copied entry to a new category.

Top Tip: The purpose of this feature is to save time on entering standard required information within the form, for example business information. When using the copy feature, **always ensure that you change the language within your submission so that it is relevant to the new category**, as some categories may have different entry requirements to others. The purpose of this feature is to save time on entering standard information within the form.

2024 Skift Meetings Awards FAQ

Q. Who can enter?

The 2024 Skift Meetings Awards are open to event tech providers, individual hotels, hotel chains, convention centers, destination marketing organizations (DMOs) and Cruise Lines. Organizations may submit one entry or enter multiple categories.

Q. How do I enter?

All entries for the Skift Meetings Awards need to be submitted through our online portal. This online platform will hold all of your Skift Meetings Awards entries in one place, where you can view, edit and even copy submissions should you wish to enter more than one category.

The online platform will also allow you to view all categories, criteria and the opportunity to download blank PDF entry forms for your reference. Take a look [here](#).

Q. What does the 2024 timeline look like?

Following the close of the submission window, all entries will be reviewed and scored internally by the Skift Meetings Team, who have a wealth of experience and knowledge within the meetings and events industry. Following this internal review, our shortlist will be selected.

Following the announcement of the shortlist, all successfully shortlisted submissions will be passed on to our independent judging panel for final scoring and review in order to select the winners.

Q: Does the entry cost guarantee an award or only a chance to be chosen?

The entry fee does not guarantee an award, but all entries will be reviewed by our selection committee. The finalists will be announced on Skift Meetings and will be reviewed by our judges to make the final designation for each category.

Q: Does the price include all costs after entry or is there an additional cost if chosen?

There is no additional cost to enter aside from the entry fee.

Q: How many entries does one payment cover?

Each entry requires payment, which is stated within the entry process in the platform for reference.

Q: Can I submit multiple entries?

Yes, it's permissible as long as they are unique entries and the entries are tailored to the category criteria.

Q: Is there a discount for multiple entries?

Yes, once you submit your first application, you will receive a 25%-off code for additional orders in the initial confirmation email. This code is not applicable to your first entry.

Q: Which payment methods are available?

Payment must be made with a credit card.

Q: How can I confirm that my entry was submitted?

The easiest way to check is to sign in on this page and go to the "My Entries" tab. If you do not find your entry, please email us at support@skift.com and we will assist.

Q: Once I submit my entry, can I continue editing it? If yes, until when?

Yes, after submitting the entry fee, you may continue editing your entry until the final deadline. That said, we recommend submitting early to secure the best entry rate.

Q: How much information needs to be provided in order to submit?

There is no minimum - you can leave anything "TBD" within the entry prompts in order to pay and secure the best entry rate. You will then be able to access your submission from the "My Entries" tab and continue editing your entry ahead of the deadline.

Q: Some material within my entry has not been cleared yet - how can it stay confidential until it is cleared?

Within your entry, please let us know what can and cannot be published. If your entry gets chosen as a finalist/winner, we may ask for a revised version with cleared materials so we can post when announcing results. Otherwise, we would use only what is cleared to publish publicly.

Q: What assets will need to be included within my entry?

As standard, you will be required to provide a high-resolution company logo and a supporting image in order to submit your nomination. These assets will be used to generate a personalized brand kit (should your submission successfully advance through the process).

The platform also offers the option to include supporting documentation to enhance your written submission. We strongly recommend using this feature, as it provides valuable context. You can include press coverage, testimonials, videos, and more. Instructions for incorporating these elements are provided throughout the process.

Q. When will the shortlist and winners be announced?

The shortlist will be announced in July 2024, followed by the winner announcement in August 2024.

Q. How are the Skift Meetings Awards judged?

Entries are scored based on the category criteria set out within the submission form. Each element of the form will be judged by our independent judging panel using a numerical value, with each judge score being added together to form an average score per panel. This formula enables us to ensure the scoring is as objective as possible.

Q: I wish to cancel my Skift Meetings Awards submission, will I receive a refund for my entry?

Entry submissions to Skift Meetings Awards are non-refundable.

Q. My submission has been unsuccessful, will you be able to provide me with feedback?

Due to the number of entries we receive, we cannot guarantee that we will be able to provide individual feedback on each entry. However, please feel free to reach out to the team on support@skift.com and we will endeavor to help however we can.

Still have questions?

Please reach out to support@skift.com with any questions.