

# Best Internal Communications Event

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**OVERVIEW:** With most workplaces closed and employees forced to work remotely during the pandemic, internal communications have been more important than ever. Open to both brands and agencies, this category will celebrate a virtual/hybrid event that most effectively engaged an internal audience and successfully delivered on its core objectives. How did you bring the message/content to life to create a compelling, impactful and memorable experience? Judges will look for creativity, interactivity and innovative use of technology. Entries should include proof of engagement levels and impact as well as client and attendee feedback.

## BACKGROUND & BRIEF

1. Key details – client, date, project, platform, audience, lead time, brief etc.
2. Objectives – why was the event being held and what was the desired outcome? Was the event planned as virtual from the outset or transitioned from live to virtual. How was the format and content adapted to make it work for virtual or hybrid? Was it difficult to get client/stakeholder buy-in for virtual?

## TECHNOLOGY & DELIVERY

1. Solution – what was the proposed solution to the brief and why. Give a short overview of the actual event and what was delivered.
2. Technology – please include a brief overview of platform selection and why, plus details of any innovative use of technology.
3. Event delivery – How did you deliver the event? Remote team? Or team together in office? Or studio-based? If hybrid, what extra health and safety procedures did you have to put in place for the live element due to Covid? How did you make the best use of the budget available?
4. Challenges – did you have to overcome any specific challenges with regard to technology? Were there any last-minute changes to government restrictions that impacted plans? Any other challenges?
5. Content – how did you make it engaging and interactive, eg, choice of speakers, length of content, did you have different streams, ability to ask questions or gamification? If it was hybrid, how did you make it work for both audiences? Did you provide the opportunity to network? If so, how did that work? What was unique/different/ground-breaking?
6. Sponsorship - did the event have sponsors? How did you make the event work for them?

## ENGAGEMENT & ROI

1. Why did this event matter to the audience? What was the impact/effect in terms of behavioural change?
2. \*Did the event meet its overall objectives? Please include feedback from both the client and attendees, and sponsors if applicable.
3. \*Include any data or stats that can show registration numbers, dwell time, engagement levels, interactivity, ROI and any other key metrics. How have you used the data to shape other virtual events?
4. \*If the event was revenue generating - please provide details of revenue (this information will be kept confidential).

**SUBMISSIONS:** Entries can either be presented as a video submission **or** a written entry. **Video submissions should be no longer than 5 minutes** and can be as simple as a piece-to-camera presentation filmed on a smartphone, through to a fully produced showreel piece. You may support your video submission with a written entry. **Written entries should be 1,500 words maximum and no more than 5 pages/slides** and can be supported by a video submission. **You will not be judged on the quality of your video or written entry, but purely on the quality of the work that you are presenting.** All event categories are open to corporate brands, agencies, charities and associations and apply to events that were both planned as digital from the outset or live events that were adapted for virtual during the pandemic. **Events must have been delivered between April 2020 and March 2021.**