



THE BRITISH
CONVEYANCING
AWARDS 2024

SUBMISSION PACK

#BCAwards2024

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Thank you for entering the British Conveyancing Awards 2024

Getting started

Please ensure that you have carefully read the category criteria and make sure that you / your organisation are eligible to enter. Please note that some categories are open to suppliers only, whilst others are only open to law firms.

All entries must be completed on our bespoke judging platform. Details of this will be sent via email and explain how to login to the portal to complete your submission.

Each firm is able to enter up to **THREE** categories.

Please note that this does not include the Today's Conveyancer Industry Champion award, which will welcome nominations later in the year and be judged for entirely by you.

For each submission you will be asked to....

- **Provide a covering statement** – this should be no more than 150 words, and will explain why you/your firm are a worthy winner.
- **Answer the criteria points outlined for each category** – each criteria point will be scored out of 10.
- **Stick to a word count** – please supply between 750-1,500 words in total. This will include all criteria points, but does not include your covering statement.
- **Provide supporting evidence** – this should be 1 page of A4 ONLY! Additional pages will not be considered by the judging panel. Supporting evidence may be testimonials, financials or links to specific software or case studies as referenced in your submission.

Please carefully read our 'Tips for Success' before starting your digital submission and ensure that you allow plenty of time to complete the entry.

You will be able to review and amend your submissions until **Wednesday 3rd January 2024**. After this point the judging portal will close.

If you have any queries please contact Allie Jones – allie.jones@todaysmedia.co.uk

We wish you the very best of luck.



Conveyancing Support Team Member of the Year

The unsung heroes who sit behind the most successful conveyancing teams, the support staff are in the trenches day in day out, ensuring smooth client communications, supporting the conveyancing team, and ensuring that transactions remain on track.

Through this category we want to recognise the crucial work they do, so often behind the scenes, for colleagues and customers.

Criteria

This individual must demonstrate over the last 12 months:

- Exceptional client service a “can-do” attitude and high levels of communication
- How they relieve the burden of pressure from colleagues
- Initiative in challenging situations
- Self-development and a commitment to continuous improvement

Judges will consider examples where they have contributed to exceeding client’s expectations

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Tips for Success:

- **ANSWER THE QUESTION** – read carefully the description and criteria points of the category you are entering. You will be scored on each criteria point.
- **BE CLEAR** – clear and simple submissions are easier for the judges to extract the relevant information.
- **PROVIDE EVIDENCE** – if the entry criteria asks for evidence of success – be it financial or operational, then you need to show it clearly. The judges need to see the hard facts that back up your claims.
- **BE CONCISE** – for some awards the judges will have to read through a large number of entries in a limited time period. Be concise and relevant with the information you share in relation to each criteria point.
- **BE CURRENT** – while we value the remarkable history of the UK legal profession, the awards celebrate your successes over the last **12 months** only.
- **ABOVE & BEYOND** – remember the awards reward excellence – that does not mean simply ticking the boxes, it means going above and beyond. You need to demonstrate, with evidence, that you have done this. How do you stand out from others entering?
- **NEVER ASSUME** – while the judges all have relevant experience, they won't necessarily know the intricacies of your operation or sector. Provide background and tell a story.

GOOD LUCK!