



# The Travel Awards

MEDIA PARTNER

**Better  
Homes  
and Gardens**

PRINCIPAL PARTNER

**CRYSTAL**

**ENTRIES CLOSE**  
30 August

**LATE ENTRIES CLOSE**  
06 September

**FINALISTS ANNOUNCED**  
03 October

**AWARDS NIGHT**  
29 November

## ENTRY CRITERIA

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### Corporate Travel Agency of The Year (50 employees and over)

This category is for corporate travel agencies only, with 50 or more employees.

In submitting your entry, we ask you to think about the period of business from the financial year of 2018/2019 – from 1 July 2018 to 30 June 2019.

*Please answer the following questions*

**Question 1** (300 words max)

Please give an overview of your business. We recommend splitting this into the following sections:

- a) A brief description of what the business offers to customers, including target market.
- b) Any significant achievements from the judging period.
- c) Organisation size, staffing and an overview of operating budget. The judges are respectful of privacy, have signed an NDA and are not necessarily expecting specific financials (however, you can supply details if you feel appropriate). Percentage growth in terms of profit, revenue and TTV are expected.

**10 points**

**Question 2** (150 words max)

How does the business excel at customer service delivery?

**20 points**

**Question 3** (300 words max)

Please tell us about two key accounts that you have won or retained that you are most proud of and why.

**20 points**

**Question 4 (500 words max)**

Why should your company be crowned Corporate Travel Agency of the Year (50 employees and over)?

**40 points**

**Question 5 (200 words max)**

What does the company do to create great culture within the workplace and ensure strong staff retention?

**10 points**