

Entry Form

Best Digital Innovation

Introducing in 2023 (CIBSE UK) to recognise an innovation that has made a significant contribution to digital engineering. The two elements (digital & innovation) are important in BSE in order to stay competitive and include changes in next generation.

This Award recognises and celebrates an innovation that has made a significant contribution to digital engineering in Hong Kong. This may be a piece of software, a project process or other innovation that shows ground-breaking thought.

- Entries in this category must be from Hong Kong and should be based on activity delivered during the period **1 January 2017 - 31 December 2021**. Entries may be submitted by any or all members (together) of the project team.

Please complete the entry form below. The headings reflect the judging criteria and the judges will be looking for you to provide the relevant information under each heading.

Submission instructions (on or before 5:00p.m. on 28 June 2023)

1. Complete and save this document
2. Complete the required fields and follow the instructions

By email

3. Submit your signed entry form and supporting documents (file size should be less than 10MB) by email to secretariat@cibse.org.hk

If you have any questions then please contact us by email to secretariat@cibse.org.hk.

Entrant details

Organisation

Full name	Job title

Contact phone number	Contact email

Innovation Details

Innovation name

The project will be referred to by this name throughout the competition.

Project Address

Date the innovation was launched (must be between 1 January 2017 - 31 December 2021)

Organisations (for product, solution, research or innovation)

Please provide the names of all organisations that you would like credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.

Organisation:			
	Contact Person:		Contact email:
Team Leader:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:

Entry criteria

Please outline how your entry meets each of the entry criteria. Judges are looking for concise and factual information in each of the sections when assessing the entries. Each question is scored, and incomplete questions do not attract a score. This is your opportunity to tell the judges why your innovation should be recognised and celebrated.

Documents, charts or photos should be referenced and included in your supporting documents. The word count for each criteria is not prescriptive and acts only as a guide, concise entries are appreciated by the judges.

- 1. Description: Please describe the innovation, its original objectives and the aspects of construction related digitisation that it set out to address. Please describe how it has improved outcomes in terms of improving design and/or construction workflows amongst the target audience or organisation. Please indicate the measures of success identified for the innovation.**

Word count guide: 300 – 400

2. **Challenges:** Please detail any particular challenges or constraints experienced in the development and delivery of the innovation and how they were overcome.

Word count guide: 200 - 300

3. **Resources:** Please provide examples of resources produced and how they were used in the innovation. Please indicate any external peer review of resources that has been undertaken.

Word count guide: 200 - 300

4. **Implementation:** Please describe how the innovation has been implemented, with evidence of uptake and successful adoption. This could include details of how the innovation has been embedded into a project or organisational process or workflow and the issues that it has set out to solve.

Please indicate any external peer review of the innovation that has been undertaken.

Word count guide: 300 - 400

5. **Success:** Describe the key measures of success of the innovation and its impacts (intended and unintended). How did you measure the impact of the innovation on its target audience or organisations and the contribution it is making to improving design and/or construction workflows?

Word count guide: 300 - 400

6. **Feedback: Please provide examples of the feedback you have collected and the subsequent impact the feedback has had on the innovation and on any resources or processes developed.**

Word count guide: 200 - 300

Continued impact

7. **How will the impact of this innovation be shared and maintained amongst the target audience or participating organisations and also more widely?**

Word count guide: 200 - 300

Supporting documents and photographs

In addition to providing the information requested in each section, you are encouraged to provide relevant examples of your innovation in operation, which could include

Please list all the documents you have included:

- Photographs or short videos (max 2 mins, please)
- Innovation resources
- Innovation documents & procedures
- More detailed evidence of the success or effectiveness or impact of the innovation
- Evidence of third party assessment and validation of the innovation
- Evidence of external support for the innovation from leading proponents and practitioners in digital engineering

Other (please specify)