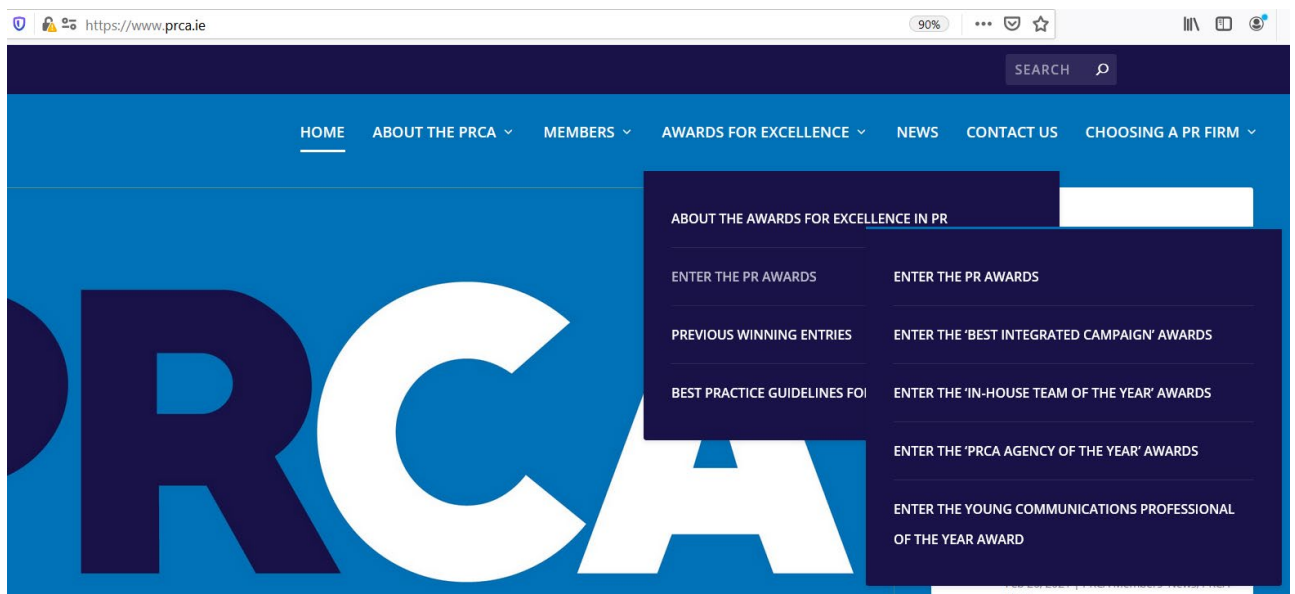


# Awards for Excellence in Public Relations FAQ's

Your queries may already be addressed in the Awards for Excellence in Public Relations brochure in **The Rules and Judging Criteria** section, so make sure to read the brochure first.

Entries must be submitted to the [PRCA website](https://www.prca.ie), and selecting from the **Awards for Excellence – Enter the PR Awards** drop-down menu as shown below:



Entry categories **A. Best Public Affairs Campaign** to **O. Best Long-Term Campaign**, as stipulated in the **Awards for Excellence in Public Relations** brochure are covered by the **Enter the PR Awards** form.

As you can see from the above, the other entry categories (**P. Best Integrated Campaign** to **S. Young Communications Professional of the Year**) require separate forms to be completed.

Make sure your campaign title uses the correct font case (Title Case, Sentence case, etc.). Should you be shortlisted, the title on your submitted campaign will be the one to appear on the perspective certificate.

To help you, the templates for the entry forms can be found on the [About the Awards for Excellence](#) page. We would recommend that you use the templates so that you have your text ready to paste to the online Awards entry form on the PRCA website.

## Operational Queries

### **Are you strict about the word-count?**

Word limits are to be strictly adhered to. We will not accept additional documents if your word-count exceeds the limits.

In submitting your entry, the maximum word count is delineated by the online form itself which we do not have agency to amend once the form is live.

### **Do you accept overseas campaigns?**

If you can show that the work (media campaign etc) was managed and led from Ireland, then the entry is acceptable. Media coverage can be generated abroad but managed from Ireland.

### **Is a declaration form needed for In-House Team of the Year, PRCA Agency of the Year or Young Communications Professional of the Year?**

A declaration form is not needed for these categories.

### **I am unable to get a declaration form signed. What can I do?**

Digital signatures are accepted

### **For the PRCA Agency of the Year category, is the information submitted in step 2 (client names, years of retention, employee list, etc) included in the overall 1,300-word count for the submission?**

There is a separate field in the form to include clients' names, years of retention, employee list, etc. Therefore, the 1,300-word limit does not include the clients' details. You should review the [template](#) for this category to see how fields are completed.

### **Is my entry more suited to one category or another category?**

We can offer limited guidance as what category your entry may be submitted as the judges as per **The Rules and Judging Criteria** brochure (Section 18) reserve the right to consider an entry in another category other than that for which it was entered.

### **Can an entry be withdrawn?**

Entries can be withdrawn, however, the PRCA must receive written confirmation that the entry be withdrawn by the payment deadline date.

### **My campaign contains sensitive information, will you publish it should my campaign win?**

No. No budgetary information is included in the Winning Campaign brochure. If your campaign wins, you will be given the opportunity to review your campaign and you can decide what elements you wish to publish.

## Technical Issues

### **I am receiving a message that my files are too large to submit, what can I do?**

In **The Rules and Judging Criteria** in the **PR Awards for Excellence in Public Relations** brochure Section 7, the maximum file size for a single entry is 32MB or the files in total. We will **not** accept files larger than the stipulated 32MB. If you have several files that exceed the maximum limit, you should choose the most pertinent attachments for your campaign.

### **Can I go back and edit the entry form?**

After submitting the form, you cannot edit it. Therefore, it is recommended that you have your work prepared and checked in a document. To aid you, templates for the categories can be found on the [About the Awards for Excellence](#) page.

### **Can I use symbols in my entry?**

It is recommended not to use symbols in your document as, when copying and pasting the document to the PRCA website, the symbol may not be recognised. If you are having this problem, copy your text to a plain-text editor like Notepad in a Windows Operating System, and paste to the PRCA website entry form.

Default bullet-points are recognised, but you should not use add-ons or plugins.

### **I am having problems filling in the application on the PRCA website, what do you recommend?**

If you are having problems filling in the application, try another browser. Microsoft no longer support Internet Explorer and recommend using Microsoft Edge. Other browsers that can be used are Chrom based browsers like Google Chrome or Firefox and Safari.

### **It is taking a long time for the application form to submit, what can I do?**

The earlier you submit your entry, the less busy the PRCA website will be. Submitting forms can use a considerable amount of bandwidth, and we receive heavy traffic on the PRCA website on the entry deadline day.

Therefore, if you can submit your entry at an earlier date, there would be less lag and you will have more time to relax.