THE 2011 RECORDS AND INFORMATION MANAGEMENT AWARENESS AWARDS

(2011 RIMA AWARDS)

NOTES FOR ENTRANTS

ENTRY CLOSING DATE: 31 August 2011

Awards Presentation: Saturday 29, October 2011

Sheraton Hotel & Towers, Maryland, Ikeja Lagos, Nigeria.

Dear Awards Entrant,

Thank you for your interest in the RIMA 2011 Awards, the only em erging leader and largest E nterprise Content/Information Managem ent, Docum ent Managem ent & Information Se curity Awards in Africa. The Awards are a showcase for your success stories.

The RIMA website is **WWW.RIMAW.ORG**

In add ition to th is do cument you should also ha ve receiv ed the RIM A Awards 2011 Entry Form (s) on which you will be able to provid e details of th e Pr oject or Product th at you ar e entering. If you do not have an Entry Form please call the award chair on 0802-3819008 or email: awards@rimaw.org.

Please read these notes before co mpleting your Entry Form(s) - they answer m any of the questions we frequently get asked. Please complete and return your entry or entries as quickly as possible – **but please no later than the Closing Date of 31 August 2011.**

I wish you every success with your entry and hope to see you at the Awards and Presentation Ceremony at Sheraton Hotels & Towers, Maryland, Ikeja Lagos on 29th October, 2011.

Good luck!

Best regards

Chairman
2011 RIMA Awards Committee

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Introduction

The RIMA Awards, the only em erging leader and larg est Enterprise Content/Information Managem ent, Document Managem ent & Inform ation Security Award s in Nigeria, recognized sym bols of e xcellence and innovation in the managem ent and security of bus iness information. They are fiercely contested and highly valued within the IT and business world.

They are a showcase for organisations that have dem onstrated the vi sion and the business skills to implement new technology to reap real business benefi ts. There is from tim e to tim e a disproportionate amount of publicity g iven to un successful p rojects. The Awards clearly d emonstrate that th e business proposition for deploying new technology is very sound, as evidenced by the num ber of well-conceived and highly successful projects submitted as entries.

Guests will be attended the 2011 Awards presentation at Sheraton Hotels & Towers, Maryland, Ikeja Lagos.

What are the benefits of entering…

The exceptional publicity of your success story on TV, radio, published and web-based media.

Press coverage:
1. The overall m edia partner and the category m edia partners provide extensive editorial coverage at all key stages, the announcem ent of the W inners, and the extensive "case study" write-up of the winning projects/products.
2. Summaries of all Finalists' entries will be featured on IM TV, and also listed in a special page Awards Programme in IM W orld Magazine and distributed to readership of senior IT and business personnel in end user organisations, as well as to everyone attending the Awards Ceremony.
3. A RIMA Awards sponsored press review published in all National dailies of case study write-ups on RIMA 2011 winners and also provide the same degree of coverage for the RIMA 2011 Awards.
4. There is also extensive web-ba sed exposure on the RIMA Award 2011 webpage and on the web sites of the m edia partners and supporti ng organisations. There is also ex tensive coverage in specialist electronic newsletters.

In each category there is a W inner. For these the kudos is imm ense: the suprem e accolade of industry-wide recognition as being the leader in the field in an open, independent and highly respected Awards scheme recognising in novation an d the deliv ery of real benefits. Reaching the Finalist stage is a commendable achievement, the entries will be subjected to a rigorous exa mination by expert independent judges.

The Finalists and W inners are entitled to use the special RIMA Awards 2011 logos, widely recognised as a sym bol of excellence, in all pro motional ch annels. The W inners in each category will receive a handsome Plaque specially comm issioned for RI MA 2011. Awards winners can commission a replica award for their Boardroom, Reception area, or to display at trade shows.

The Awards Categories

Project Awards are for Nigerian end-user projects completed or substantially completed during the year to 31 October 2011. Product Awards are either for first ti me launches or for signifi cant new releases of existing products. RIMA Awards for Excellence in In formation Management are for various public and private organisations that have extrude excellence in the promotion and execution of proper m anagement and security of records and inf ormation within their organisations. There are Tw enty five (25) Awards, five (5) for Project categories (end user implementations), four (4) for Product categories, and there is one (1) each for the best overall Project and best overall Product, fourteen (14) special Awards for Excellence. The full lists of categories are given on the RIMA Awards webpage.

Project entries m ay additiona lly en ter f or (using the sam e entry f orm) the Prem ier Projec t Award, th e Project Award for the be st overall Project. This r equires no a dditional action other th an to indic ate entry ("X" on Entry Form) a nd the paym ent of the appropriate entry fee. Sim ilarly, Product entries m ay additionally enter for the Product of the Year Award, the Premier Product Award.

Projects which involve the management of information, but which do not implement essentially one of the Project category technologies, may still enter for the Premier Project Award. Similarly, Products which do not implement essentially one of the Product category t echnologies may still ente r for the P roduct of the Year Award.

Who can enter?

For Product categories, entries m ay be made by either the Product vendo r or by their P R representatives.

For Projects, entries m ay be m ade by the end user where the pro ject was im plemented (the " Project Owner"), the software vendor/consulta nts/integrators ("Principal S oftware Partner"), or their PR representatives. Supplier com panies and consultants are encouraged to subm it entries on behalf of successful client installations. The com pany or agen cy sub mitting the entry (the "Correspondent") m ust have the approval of the Project Owner. All m ajor parties involved in the Project are publicly acknowledged.

You can enter as m any Projects or Products as you wish in either the same or diffe rent categories, but each Project or Product requires a separate entry form. You may enter a Project in more than one category if it deploys m ore than one techno logy – just "X" on the lis t on the front page of the Entry Form .

The RIMA 2011 Awards are open to Products currently comm ercially available in Nigeria and for Projects implemented principally in Nigeria or anywhere around Africa.

How to enter

To obtain an entry form, you can either download the appropriate Project or Product Entry Form (in Word format) from the download page. Alternat ely, call Organising committee 08023819008 or em ail awards@rimaw.org and we will email the relevant Entry Form.

Please send your entry/entries by em ail to awards@r imaw.org Subm ission of entries by em ail greatly assists the organisers as it facilitates email distribution to judges, etc.

Submission of Entry Forms: the closing date is 30 August 2011.

If you are unsure which category to enter, please send in the entry requesting confirm ation that the category entered is correct. W e will obtain expert opinion from the Chairm an of the Judges and advise you if the judges recommend entry into a different category.

Entry Fees: USD 330 per category entered e.g. to enter one category plus the Product of the Year Award is USD 660. Cheques should be addressed to RIMA Foundation.

Major milestones
- 31 August, 2011: Closing date for entries
- 06 September, 2011: Notification of Finalist
- 29 October, 2011: Presentation of Awards

If you are unclear about any aspect of the Awards entry procedure, please contact Chairman, RIMA 2011 Awards Committee, 2 1, Esther Oshinyem i St reet, Ilupeju Lago s. Tel: 23 4-8023819008 Em ail: awards@rimaw.org

Judging
Judging for each category is undertaken by a panel of three expert judges for each category who mark the entries ind ependently, a ccording to specified criteria and a common framework to ensure con sistency between judges and a level playing field. The judges are experts in the specifi c category being judged; there is a different judging panel for each category.

There are no commercial interests of any descripti on influencing the judging, and the process is overseen by Prince Osuagwu, who acts as adjudi cator. Judging is undertaken almost exclusively on the basis of the information contained in the Entry F orm and the judges mark independently by correspondence. W here web site is centr al or re levant to th e entry, p lease ensure that the web address is included on the Entry Form.

The marks are aggregated and assessed for consiste ncy by the Chairm an of the judges who ensures that the correct procedures have been followed. Press coverage is given by the category m edia partners, press releases are issued, and the full list of Finalists is posted on the web page.

Guidance notes on completing the Entry Forms
If you are entering a Product Category please use the Product Entry Form.
If you are entering a Project Category please use the Project Entry Form.
If you are entering a Special Category please use the Special Entry Form.

Basic guidance on the organisation, com pletion and submission and of the Project, Product and Special Entry Forms is given in the forms themselves.

Complete the questions in as m uch detail as you f eel appropriate (subject to the 30 0 word lim it for each question) to give a comprehensive and true impression of what the project is really about, in order to give the judges adequate m aterial on which to m ake a deci sion. Please take care not to overlook facts, results, benefits, objectives, etc, which m ay be obvious to you. Highly tech nical inform ation is not generally required unless it is specifically needed to illustrate an important outcome or benefit of the Project.

Explain the benefits derived, the reasons for decisions taken, and the f ull results, both positive and negative. T he judges appr eciate that Products are la unched and Projects are ca rried out in real world situations, and any Project problem s, and the steps ta ken to resolve them, should be detailed. The judges realise that problem s will be en countered and are pa rticularly inte rested in how they were resolved. Describing problems will no t jeopardise the success of your entry. Equally, no advantage will be gained by over-eulogising the Project or Product's success.

Providing the fullest relevant information to the judges will maximise the entry's chances of success. The judges will take th e information presented at f ace va lue and will not be able to assum e any favourable indications from information which is not overtly stated in the Entry Form.

THE 2011 RIMA AWARDS CATEGORIES

PROJECT AWARDS

Project Awards are for Projects completed or anticipated for completion during the twelve-month period from 1 October 2010 to 30 September 2011. Product Awards are either for first time launches or for significant new releases of existing Products during the twelve-month period from 1 October 2010 to 30 September 2011.

Mobile Information Management Project Award
For the most innovative and successful project involving mobile information management, including mcommerce applications.

Intranet Project Award
For the most innovative and successful project involving corporate information management by intranet or extranet, including enterprise portals.

Business Intelligence Project Award
For the most innovative and successful project involving the application of business intelligence technology. This may include data warehouse or data mining technology.

Content Management Project Award
For the most innovative and successful content management project. This may involve "content" in its various forms, including web content management and content as managed by document management systems.

Geospatial Project Award
For the most innovative and successful project using geographic information systems.

The Premier Project Award
This prestigious award is the Project of the year Award.

PRODUCT AWARDS

Document Management Product Award
For the most exciting and innovative new document management product.

Information Storage Product Award
For the most exciting and innovative new information storage product.

Information Security Product Award
For the most exciting and innovative new information security product.

Personalised Information Management Product Award
For the most exciting and innovative new hardware or software product or service that enables the delivery of personalised information in a business or home environment.

Product of the Year
This prestigious award is the Product of the year Award.

RIMA SPECIAL AWARDS

Special IM Award for States
For the most innovative and successful project(s) related to/involving information management & security or exciting and innovative new hardware or software product or service that enables the delivery of improved business processes among the states of the federation or enables successful delivery of information in businesses, homes and the society at large. .

Special IM Award for News Media - Television Station
For the most innovative and successful Television Station that seek to promote information management & security, for a better society in Nigerian.

Special IM Award for News Media - Television Programme
For the most innovative and successful programme on Television related to/involving information management & security, that enables the delivery of improved information dissemination for better decision making in corporate and private organisations in Nigeria.

Special IM Award for News Media - Print
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables the delivery of improved business processes or information dissemination in the Nigerian News Media Industry.

Special IM Award for Banks
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables the delivery of improved business process/service delivery in the Nigerian Banking Industry

Special IM Award for Insurance
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables the delivery of improved business process/service delivery in the Nigerian Insurance industry.

Special IM Award for Law Enforcement
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables quality service delivery among the law enforcement Agencies in Nigerian.

Special IM Award for Oil & Gas
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables the delivery of improved business process/service delivery in the Nigerian Oil & Gas Industry.

Special IM Award for Health-Care
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables improved service delivery in the Nigerian Health-care industry.

Special IM Award for Airline
For the most innovative and successful project(s) related to/involving information management, security and delivery, including exciting and innovative new hardware or software product or service that enables better customer service in the Nigerian aviation industry.

Special IM Award for Federal & State Ministry
For the most innovative and successful project(s) related to/involving information management & security, including exciting and innovative new hardware or software product or service that enables the delivery of improved business process/service in the Fedral and State Ministries. industry in Nigeria.

Special IM Award for Computer & Office Equipment
For the Introduction of exciting and innovative new hardware or software product or service that enables quality service delivery and improved business process management in Nigerian.

Information Management Youth Ambassador Award
For the most innovative and outstanding youth that has contributed toward raising the awareness for proper management and security of business information in Nigeria.

Information Management Personality Award of the Year
For the most outstanding individual that has contributed toward the development of the IM industry through implementation, sponsorship etc of project(s) related to/involving information management & security in Nigeria.

RIMA 2011 AWARDS ENTRY RULES

1. Any type of legitim ate organisation m ay enter for any (or all) of the awards. This would include Companies, Governm ent Departm ents, Public Bodi es, Mem bership Societies, Partnerships, Trusts, etc.
2. Projects in progress during 2011 are eligible, but must be expected to be completed by the end of July 2011.
3. Projects in progress during 2011 will be subject to the same judging criteria as completed projects.
4. Projects nom inated should be based in the Nigeria at the tim e of entry. Supporting technologies or business partners may come from other countries.
5. Product entries must relate to products commercially available in Nigeria.
6. All entries will be con sidered o n the basis of the judg ing criteria . No Product or Project will be deemed too small or too large to be considered.
7. The Entry form s should be com pleted and sent to The Chairm an RIMA 2011 Awar ds. The closing date for all entries for all Awards categories is 31 August 2011. Extensions m ay be granted in exceptional circumstances, but the organisers must be notified prior to the of ficial closing date. The organisers reserve the right not to accept un-notified entries submitted after this date.
8. Entries for which the appropriate entry fee has not been received by 30 September, 2011 m ay be declared invalid.
9. All information given must be known to be true and accurate and a fair reflection of the facts. Entries found to contain false information will be disqualified.
10. The judges decision is final. No discussion or correspondence relating to the judges decisions will be entered into by the judging panel, sponsors, organisers or other representatives.
11. The names of the winners will be revealed at the Awards Presentation to be held on 29 October 2011.
12. The organisers reserve the right to use the names, entry details, photos, et c of the W inners of all Award categories in future promotions and Awards events.
13. The organisers reserve the righ t to announce Finalists on the RIMAW web page and on future Awards web pages.
14. Entry material will be deem ed strictly private and confidential until the Awards Ceremony has taken place after which the organisers res erve the right to make available selections of the entry m aterial to their (media) partners for public ity in the Award s programme, on the Awards web page or via other Awards-related m edia, unless specif ically requested in writing not to do so by the Project/Product Owner or the Correspondent.
15. The organis ers and th eir agents, representatives a nd partn ers will no t be liab le, n or respons ible for any loss, alleged loss, error, om ission, consequen tial dam ages whatsoever in connection with the RIMA 2011 Awards.
16. Entrants to the awards are de emed to have accepted and agre e to be bound by these term s and conditions by completing the Entry Form(s).

RIMA AWARDS 2011 POWERED BY:

- **RIMA Foundation**

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