



CANADIAN INFORMATION
PRODUCTIVITY AWARDS

15th Annual

2007 Entry Preliminary Reading

1 CIPA awards are for user organizations only. CIPA will openly acknowledge the contributions of technology and expertise providers to award winning entries at various stages of the CIPA process in national media and at the CIPA Gala. Tech / expertise providers can compete as "Users" if submitting internal IT projects.

2 How Your Entry Will Be Judged

CIPA judges will be particularly interested in understanding the demonstrated and concrete impact of your system/solution on your organization's productivity and performance, as well as the extent to which it is innovative in the context of your sector and the Canadian environment.

Be as specific as possible regarding the impact and benefits, providing measurable and tangible results. Indicate how the results were measured, and provide comparative figures. For example, if you cite a percentage increase in sales, include the base against which the increase was measured.

Judges will regard with favour those entries that conform to guidelines on the number of words to be used in each section.

3 Judging Criteria

Criteria for judging includes but is not limited to:

- Improved sales or revenues (does not apply

to public sector organization type)

- Cost and time savings, and efficiency improvements
- Improved organizational effectiveness
- Benefits through collaboration
- Improvements to customer service
- Innovation and uniqueness in your sector
- Advancements that benefit stakeholders and Canadian society and/or economy (job creation, quality of life, export generation, etc.)

4 CIPA Categories

Please choose your category carefully, consulting the definitions provided.

Organizations submitting entries for a CIPA award may choose from 5 entry categories. Each entry may be submitted in a maximum of two categories, as you find appropriate in the context of your solution. Submission of the same entry in two categories does not increase your chances of winning. CIPA reserves the right to move or add your entry to another category if judges feel it is appropriate to do so.

Official Rules

1 There is no entry fee to enter the CIPA competition. All entries announced as Finalists for the CIPA competition are assured of receiving a Finalist award of significant achievement at the Gala. Finalist award recipients compete for CIPA awards of excellence at the Gala. Consequently, as a condition of entrance all Finalists agree to send a minimum of one representative from their organization to the November Gala to participate in the awards celebration. If a Finalist organization is unable to comply due to internal policy, lack of funding or other circumstance, please contact CIPA management at least three weeks prior to the Gala for resolution.

2 Entries will only be considered if the Entry Form and Entry Release Form have been completed in their entirety confirming compliance with the contest rules and acceptance of the award(s); acknowledging the non-responsibility of CIPA and their respective agents with respect to injuries, accident, loss or arising from the unfortunate entry and participation in this contest.

3 Entrants acknowledge that the decision of the judges is final and not subject to review.

4 Submission of a CIPA entry constitutes the entrant's full and unconditional agreement to and acceptance of these Official Rules.

5 Entries must be accurate in all respects and no material piece of information that might alter a judge's assessment may be omitted. Due diligence will be applied to confirm the accuracy and completeness of all entries selected by the judges as potential winners.

6 An entry will not be considered for an award if, in the opinion of the judges, the entry is substantially the same as an entry submitted by the same organization which has previously won a CIPA award for that specific entry. Non-award winning Entries submitted to prior CIPA competitions are eligible for re-entry to the competition provided that their re-submission is submitted on the current year's forms and provides updated documentation of project performance to-date.

7 All entries must be submitted in the English language.

8 Solutions must have originated or have been executed principally in Canada.

9 By entering the contest, entrants consent to the release and use, in Canada and abroad, of names, business names, likenesses, recordings of voices and photographs, including video tapes or other forms of media, other business information in aggregated form in connection with CIPA and without compensation.

10 All entries shall become the property of CIPA. No entry materials submitted to CIPA shall be returned to the entry organization.

11 CIPA shall not be responsible for entries not received due to or ineligible because of incomplete, unclear, indecipherable information, failed network connections or other mechanical or technical problems, however caused, including a busy phone signal.

12 CIPA assumes no liability for lost, stolen, delayed, damaged or misdirected entries or for any failure of the website during the CIPA Awards period, for any problems or mechanical or technical malfunction of, or damage to, any telephone network or lines, computer online systems, servers, access providers, computer equipment, software, for failure of any email or entry to be received by CIPA for any reason, including on account of mechanical or technical problems or traffic congestion on the internet or at any website, or any combination thereof, for damage to an entrant's or any other person's computer or for breaches of privacy due to interference by third party computer "hackers".

13 CIPA reserves the right, in their sole discretion, to cancel or suspend the CIPA Program should a virus, bug or other cause beyond the reasonable control of the CIPA corrupt the security or proper administration of the CIPA Program.

14 Any attempt to deliberately damage any website or to undermine the legitimate operation of the CIPA Program is a violation of criminal and civil laws, and should an attempt be made to do so, CIPA reserves the right to seek remedies and damages to the fullest extent permitted by law, including criminal prosecution.

15 All entries are subject to verification and will be declared invalid if they are illegible, incomplete, forged, falsified, altered or tampered with in any way.

16 Any costs or expenses associated with the entry and participation in the CIPA Program, which are not explicitly stated in the Official Rules, as being included is the sole responsibility of the entrant.

17 CIPA reserves the right to terminate or withdraw the contest at any time, or choose not to provide awards in any categories, without prior notice.

18 This contest is subject to all federal, provincial and local laws and regulations.