

## 2017 IMCA Showcase Awards – Judge Expectations

Thank you so much for committing to be a judge for our 2017 IMCA Showcase Awards! We appreciate your expertise, time and energy you will be spending in order to make our awards program successful.

We take the Showcase Awards very seriously, as do our members and showcase entrants. Therefore, outlined below are expectations and guidelines we feel it is important for our judges to adhere to.

**Please respond by March 3, 2017 confirming that you have read the items below.**

### Timeline

February 1, 2017 to March 31, 2017 – Showcase Awards open for submissions

April 3, 2016 to April 12, 2017 – Awards are reviewed for category accuracy and assigned to judges

April 14, 2017 to April 28, 2017 – Judging of the Showcase Awards

June 27, 2017 - Showcase Gala

*There are no exceptions to this and no extensions will be made. This is to ensure all scores are tallied in time for the winners to be notified and awards to be ordered and received before our Showcase Gala.*

### Judging Instructions

Before judging begins, you will be sent login information for the online judging portal and instructions on how to complete the judging process. You will also receive a judging rubric to help guide you in your judging process.

### Process

Please login as soon as the judging time period begins to ensure your login is successful. At this time you can get a feel for what you have been assigned to and how long it might take you to complete your judging assignment. *DO NOT WAIT* until the last minute to login or start your judging process - please use the full two week judging period.

### Notify the Office

Please notify me immediately if you experience any of the following:

1. Have trouble logging in or viewing assigned entries
2. Feel one of your entries is entered into an incorrect category (all entries will be reviewed prior to the judging period for category accuracy)
3. Can't open or view files that are part of an entry
4. Have any other questions or issues regarding the judging process
5. You were assigned to judge an award your company submitted
6. Can no longer commit to being a judge

### Comments

Along with scoring the entry, judges are *strongly encouraged* to provide constructive comments about submissions, as feedback from the Showcase Awards judges is one of the benefits participants receive when submitting an entry.