



11th UNWTO Awards for Excellence and Innovation in Tourism

Statement of Understanding and Acceptance

This Statement of Understanding and Acceptance means to ensure that interested applicants submit all mandatory documents in due form and time. It describes the obligations required from all applicants to guarantee that they submit an eligible application to the UNWTO Awards. The Statement of Understanding and Acceptance is to be signed to express compliance with the conditions set forth below as well as in the Guidelines for the 11th edition of the UNWTO Awards for Excellence and Innovation in Tourism.

1. English is the working language of the UNWTO Awards; therefore, all documents shall be submitted in English.¹
2. To become an eligible candidate to the UNWTO Awards, an application form and a set of documents are to be submitted, as follows:

Individuals

In case of applications for the two categories of Awards for individuals, namely the UNWTO Ulysses Prize for Excellence in the Creation and Dissemination of Knowledge in Tourism and/or the UNWTO Award for Lifetime Achievement, **the nominator** shall complete **Application Form I**. The mandatory documents to be attached are:

- The candidate's Curriculum Vitae with up to **800** words
- A report indicating how the nominee meets the corresponding criteria in accordance with paragraph 6 of the UNWTO Awards Guidelines with up to **1000** words
- Three external recommendation letters addressed to the UNWTO Awards Jury Committee

Tourism Initiatives

In case of applications for the four categories for specific tourism initiatives, **the candidates** shall complete **Application Form II**. The mandatory documents to be attached are:

- Executive summary of the initiative reflecting the essence of the initiative and the reasons why it merits the award with up to **300** words
- A summary of the mission, vision and objectives, main characteristics, innovative features and impact of the initiative with up to **1200** words
- A list of partnerships, if applicable, differentiating intellectual and implementation partners
- Three external recommendation letters addressed to the UNWTO Awards Jury Committee

¹Exceptionally, the UNWTO will accept recommendation letters in languages other than English provided they are accompanied by an English translation. The applicant is responsible for collecting, translating and sending the recommendation letters along with the application form. The UNWTO will only contact the referees for matters related to the application if deemed necessary.

3. The mandatory documents should be submitted in Word or PDF format. The title of each document should reflect the contents of the document.
4. Any other document than those listed above will be classified as “Additional Documents” and will be at the disposal of the Jury Committee upon request.
5. The completed application form and the mandatory documents shall be collected and submitted as a single package before 31 October 2014 as announced on the Guidelines of the 11th UNWTO Awards. Incomplete and/or late applications shall not be considered.
6. A digital copy of the application and all the mandatory documents as listed above shall be submitted to the following address: innova@unwto.org. Additional documents may be submitted via regular mail before the deadline.

Mailing Address:

UNWTO Knowledge Network

World Tourism Organization (UNWTO)
C/ Capitán Haya 42, 28020 Madrid, Spain

7. Once an application is submitted, no changes can be made to the submitted documents. The submitted application will be considered as the final version.
8. Finalists will be announced by the first week of December in 2014 and only finalists will be directly contacted by UNWTO. UNWTO expects all finalists to attend the UNWTO Awards Symposium and the UNWTO Awards Ceremony (27-28 January 2015). The details of the Symposium and the Awards Ceremony will be further communicated to the finalists.

By submitting an application to the 11th UNWTO Awards, I hereby declare that I have read, understood and accepted this Statement of Understanding and Acceptance as well as the Guidelines and agree to all of the terms therein. Should I fail to adhere to the conditions set out by said Statement and Guidelines, I understand that the UNWTO reserves the right to dismiss my application.

Name of the Nominator or Head of Organization

Signature

Date