

### INTRODUCTION AND PREPARATIONS BEFORE THE START:

The Submission Process in the award consist of six parts for category 1 to 4 and five parts for category 5, and must be completed in order to grant that the submission was successfully accepted as one of the competing submissions in the selected category.

Before you start, you need to make sure of the following:

1. Prepare a small description about your submission summarizing its objectives to copy it when needed during the registration process. (not more than 300 words)
2. Prepare paragraphs listing the story of your submission which will formulate the main body of the registration process.
3. Collect and Scan all the supporting documents related to your submission in PDF format including the main submission abstract in order to upload it when requested during the registration process. Make sure the total size does not exceed 5 Megabyte.

### The Boundaries and the Size of each required paragraph in the Submission Form:

- SITUATION BEFORE THE INITIATIVE BEGAN [Approximately 50 WORDS]
- ESTABLISHMENT OF PRIORITIES [Approximately 100 WORDS]
- FORMULATION OF OBJECTIVES AND STRATEGIES [Approximately 100 WORDS]
- MOBILISATION OF RESOURCES [Approximately 200 WORDS]
- PROCESS [Approximately 400 WORDS]
- RESULTS ACHIEVED [Approximately 250 WORDS]
- SUSTAINABILITY [Approximately 300 WORDS]
- LESSONS LEARNED [Approximately 300 WORDS]
- TRANSFERABILITY [Approximately 200 WORDS]
  - To be completed by all categories except those applying in the Transfer category.
- TRANSFERS : [Approximately 200 WORDS]
  - This section applies only to those who are submitting their practice specifically for one of the two awards earmarked for best practice transfers
- RELATED POLICY/IES OR LEGISLATION [Approximately 200 WORDS]

## REGISTRATION


For new users, you must register first and enter your details to create a **‘LOGIN FOR REGISTERED USER’** account. This information is related to the ‘account owner’ and not the Nomination/Submission. Details marked with asterisk \* are considered mandatory and must be filled in order to proceed.

To register:

### 1. Click HOME, then **Register**

You have to register first and provide the required details \* before using the awards portal. Please be sure to provide valid information, an email confirmation will be sent to you after a successful registration.

Details of the Submitter

|                           |  |
|---------------------------|--|
| Firstname *               | <input type="text" value="Enter firstname"/>   |
| Middlename                | <input type="text" value="Enter middlename"/>  |
| Lastname *                | <input type="text" value="Enter lastname"/>  |
| Mobile *                  | <input type="text" value="+971"/>  |
| Contact No                | <input type="text" value="Enter contact number"/><br><small>(country code + area code + telephone)</small>   |
| E-Mail Address *          | <input type="text" value="Enter email address"/>   |
| Confirm E-Mail Address *  | <input type="text" value="Confirm email address"/>   |
| Password *                | <input type="text" value="password must be at least 6 characters"/>  |
| Confirm Password *        | <input type="text" value="Re-enter password"/>   |
| * Please check to verify: | <input type="checkbox"/> I'm not a robot <br><small>reCAPTCHA<br/>Privacy - Terms</small> |

[Already have an account?](#)

Click **‘REGISTER’** to submit your registration. You can now proceed with your Nominations/Submissions.

- **NOTE:** To nominate you must proceed to the next step - you have not nominated at this point yet.
- Once you have registered, a confirmation email will be sent to your associated e-mail.
- You can proceed to the Submission portal's home page and start your new submission.

### LOGIN TO YOUR ACCOUNT AS A REGISTERED USER

You can login from the '**LOGIN FOR REGISTERED USER**' tab, fill in your account email address and password to access your account. Then click on the '**LOGIN**' button.

If you checked the "Remember Me" checkbox at the Portal Login page, your login will be saved and stored in your browser even after you close the page.

The next time you open the same browser, select your registered email address and your credentials will be automatically populated.

Please use your registered account details to log on. If you do not have an account, you may first [register here](#).

E-Mail Address \*

Password \*

Remember Me



Login

[Forgot Your Password?](#)

## PASSWORD RESET

If you forgot your password, enter the email address associated with your account, and press the **'SEND PASSWORD RESET LINK'** button.

**Step 1:** Click on **Forgot your Password** link

Please use your registered account details to log on. If you do not have an account, you may first [register here](#).

E-Mail Address \*

Password \*

Remember Me

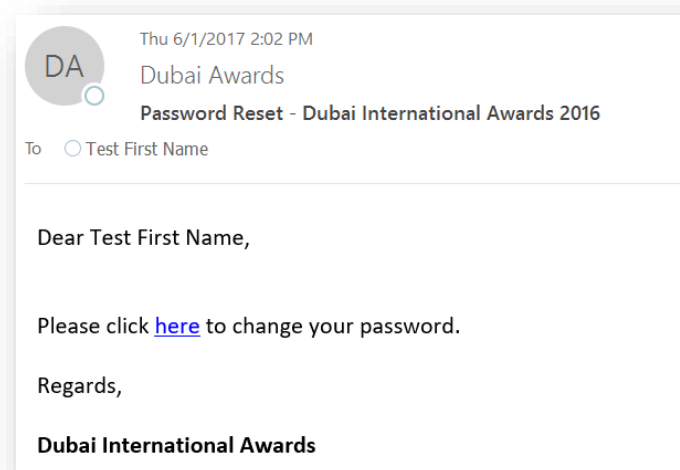
[Forgot Your Password?](#)

**Step 2:** Provide you registered email then click **Send Password Reset** button.

Please use your email address used in registration.

E-Mail Address \*

**Step 3:** You will receive an email to reset your password.

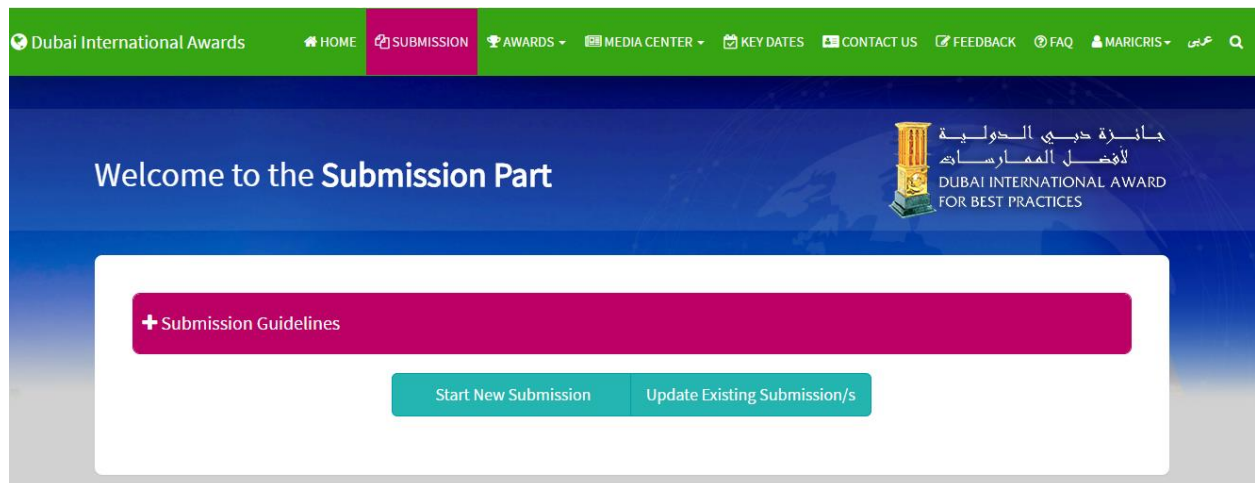


## STARTING THE SUBMISSION PROCESS

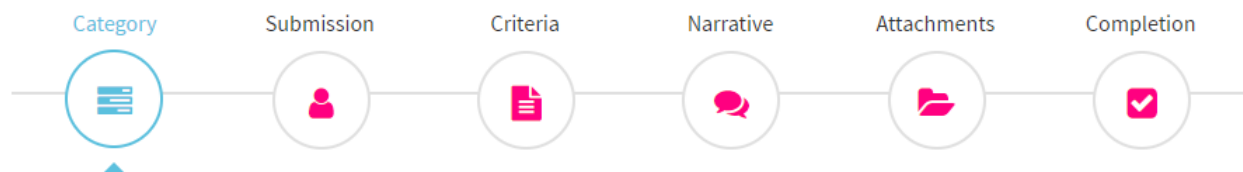
### 1. START YOUR NOMINATION/SUBMISSION

Click **‘START NEW SUBMISSION’** button to nominate a new entry/submission. Follow the guidelines for the Awards program you’re applying for. Use the necessary action buttons as you browse through the portal.

**NOTE:** Registered users can create multiple nominations as necessary. You can also use your account to nominate yourself.



By clicking the **‘START NEW SUBMISSION’** button you will be presented with multiple Nomination Tabs / Segments as part of your Nomination/Submission process. The nomination segments are flexible to allow you to navigate at any time to the selected segment that you wish to modify. You will need to fill the appropriate details for each of the segments listed below:



- 1) Category
- 2) Submission Details
- 3) Criteria
- 4) Narrative (For Category 1 to 4 only)
- 5) Attachments
- 6) Completion

**NOTE:** Do not forget to press ‘Save and continue’ at each stage before moving to the next step.

## 1) CATEGORY

The first section of your Nomination/Submission starts by providing the 1) Title of your Best Practice /Research, 2) Selecting an appropriate Awards Category that you are applying for, and provide 3) Summary of your nomination.

Click on the ‘Save and Continue’ button to proceed to the next segment.

The Category and the Submission

**+ Instructions**

**The Category and the Submission**

\* 1. Title of the Best Practice / Research

\* 2. The Category Applied for:

Best Practice

Select a Sub Category

\* 3. Summary

Words left: 300

**Save and continue**

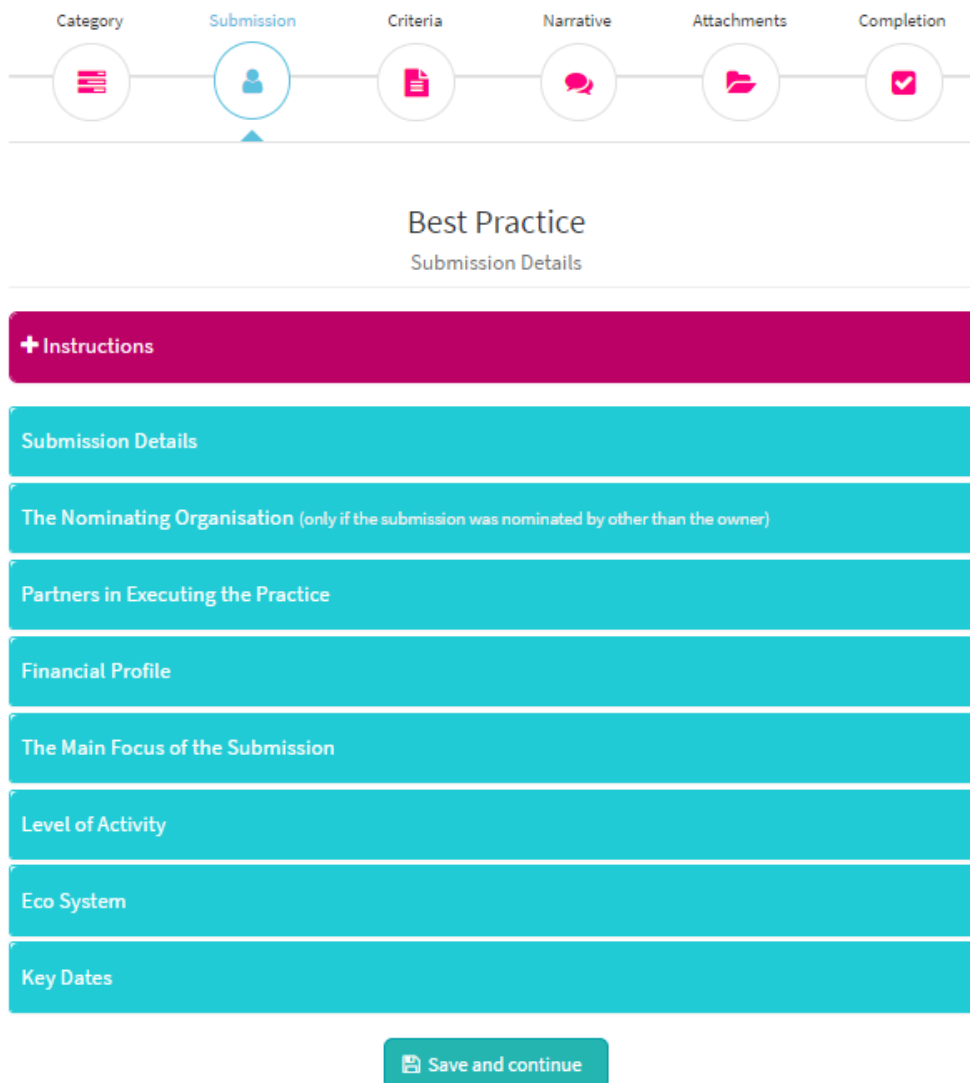
## 2) SUBMISSION DETAILS

This section provides the Judge/Jury with the sufficient information about your application as the submitter and the nomination application you are applying. Fill the essential details about the Nomination/Submission.

Each segment of the Nomination is divided into multiple Parts sorted numerically. Navigate to each part to view the content within, and fill in the necessary details. Not all options are mandatory. You will notice an ( \* ) asterisk sign for mandatory items next to it.

**NOTE:** A ‘Save section’ button will allow you to save and continue later on.

At the end of the page and after you complete on a specific segment of the Nomination, click on the ‘Save and continue’ button to proceed to the next segment.



The screenshot shows a progress bar at the top with six stages: Category, Submission, Criteria, Narrative, Attachments, and Completion. The 'Submission' stage is currently active and highlighted with a blue circle and an upward-pointing arrow.

Below the progress bar, the page title is 'Best Practice' with the subtitle 'Submission Details'. A list of sections is displayed in a vertical stack, each with a plus sign icon on the left:

- + Instructions
- Submission Details
- The Nominating Organisation (only if the submission was nominated by other than the owner)
- Partners in Executing the Practice
- Financial Profile
- The Main Focus of the Submission
- Level of Activity
- Eco System
- Key Dates

At the bottom of the page, there is a teal button with a floppy disk icon and the text 'Save and continue'.

### 3) SCOPE AND CRITERIA

This section is an essential part of your submission that sheds lights on the nomination achievements.

**NOTE:** As you fill in the required details in each Part, you will notice the maximum allowed of words. You can copy/paste the information in the blank space. Please keep a copy of your information aside if you forget to **‘Save section’**. After your whole submission is complete, you will be able to download a report of your Submission/Nominations with all the details you provided earlier.

Click on the **‘Save and continue’** button to proceed to the next segment.

Category Submission **Criteria** Narrative Attachments Completion

Best Practice  
Scope and Criteria

+ Instructions

Scope and Criteria

1. \* To be considered for the Award, the submission should have demonstrated the effective adoption and implementation of NUPs that have brought:  
- More harmonious regional and territorial urban development, balancing social, economic and environmental concerns;

Words left: 300

Type your answer here

Save Section



#### 4. NARRATIVE

This section allows you to give a **brief statement** about the Submission/Nomination. Also you may provide **references** of articles appearing in professional or other publications.

Click on the ‘**Save and continue**’ button to save your input, and to proceed to the next segment.

The screenshot shows a progress bar with six steps: Category, Submission, Criteria, Narrative, Attachments, and Completion. The 'Narrative' step is currently active and highlighted in blue. Below the progress bar, the text 'Best Practice Narrative' is displayed. There are three input fields: a pink bar labeled '+ Instructions', a light blue bar labeled 'Narrative', and another light blue bar labeled 'References'. At the bottom center, there is a teal button with a document icon and the text 'Save and continue'.

#### 5. ATTACHMENTS

In this section, you can upload documents or evidence to support your Submission/Nomination. Simply click on ‘**Choose a file**’ button to upload your file(s). You can upload multiple files simultaneously. You may include detailed description of your file.

You may also wish to provide media or video links in the Video Links section. (maximum of 3 links)

**NOTE:** Uploading supporting materials is optional, and there are restrictions on the allowed file formats. Allowed formats include **doc, docx, pdf, jpg, mp4 and not larger than 5mb.**

Click on the ‘**Save and continue**’ button to save your input, and to proceed to the next segment.

### Documents

Upload support documents here. (Allowed file: doc, docx, pdf, jpg, mp4 and not larger than 5mb)

Choose a file...

**File Description:**

+ ×

Save Description
Filename: images.jpg | Filesize: 2.51 KiB

Save and continue

### Video Link

Add video links e.g. YouTube, Vimeo here (maximum 3 links)

Add Link

## 6. COMPLETION

This is the last section to completing your Submission/Nomination. You will be presented with a summary checklist indicating completed and non-completed Parts. You can at any time navigate back to your Nomination/Submission to complete and review the missing part(s). Once you are completed with your Nomination/Submission, make sure to Read and Accept “The Terms and Conditions” by selecting the tick boxes associated next to it.

Click on the ‘**Save and Submit**’ button to complete your Nomination/Submission.

You will receive a confirmation e-mail that your Nomination/Submission has been successfully submitted and received.

### Best Practice

Validation

+ Instructions

**Declaration**

- \* I hereby certify that the details I have provided are accurate and true to the best of my knowledge.
- \* Furthermore, I agree that the information provided is going to be published for free public use and owned by the Dubai International Award for Best Practices (DIABP).

Save and Submit

## MODIFICATIONS / EDITING THE SUBMISSION

It is always possible to edit your submission as long as you use the username and password which you used in the registration and as long as the deadline was not finish for submission.

The screenshot shows a user interface for managing submissions. At the top, there are two buttons: 'Start New Submission' and 'Update Existing Submission/s', with the latter circled in red. Below these is a search bar and a table of submissions. An orange callout box labeled 'Click Here to modify' points to the edit icon (a pencil) in the action column of the table.

| REF- ID | Title of Best Practice     | Category   | Status      | DIABP Review  | Last Updated          |                 |
|---------|----------------------------|--|-------------|---------------|-----------------------|-----------------|
|         |                            | Best Practice  | In Progress | No review yet | Last 1 hour           | [Edit] [Delete] |
|         | Title of the Best Practice | Best Practice Transfer Award<br>Best Practice Transfer Award in Local Implementation - Urban redevelopment, and redesign of urban spaces | In Progress | No review yet | Yesterday at 08:24:23 | [Edit] [Delete] |

## SELECTION PROCESS

The deadline for submissions is mentioned clearly in the Timetable of the award at the website [www.dubaiaward.ae](http://www.dubaiaward.ae).

All submissions complying with the award scope, criteria shall be forwarded to an independent, Technical Advisory Committee (TAC) for review.

The TAC shall review all submissions and prepare a comprehensive report including:

- List of the selected Best Practices
- Short list of the nominated submissions to be judges by a higher committee to be the winners of the awards different categories.

At the end, an independent committee call the JURY will select 10 winners and the names will be announced in an official press conference by H.E. Director General of Dubai Municipality.