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## IMPACT AWARDS 2015

### Frequently Asked Questions

Each year IMPACT awards acknowledges the outstanding work our partners do to deliver virtually seamless solutions to customers. We continue to celebrate and recognize partners this year who have delivered exemplary innovative solutions built on Microsoft technologies in Canada.

Answers to questions you may have about the IMPACT Awards program can be found in the sections below. If you do not find the information you need, please email us at [cdnmpn@microsoft.com](mailto:cdnmpn@microsoft.com). Please allow two (2) business days for a response.

#### Awards Submission Tool Questions

##### **Are there limits to the documents I can upload?**

Yes. You can only upload up to 3 documents per submission. Each submission must contain your final nomination that addresses the questions asked. Any submissions without this will be automatically disqualified

##### **Do the nominations need to be in English?**

Yes. To ensure all judges can fairly evaluate all submissions we ask these submissions please be in English.

##### **Will I be allowed to submit for an award if I do not meet the eligibility requirements?**

You will not be prevented from applying for an award regardless of your eligibility, but to be selected as an award winner or finalist you must have met the eligibility requirements specified for that specific award.

##### **How do I edit my Entry?**

To edit your entry, log back into the [Award Submission Tool](#) and click on your appropriate entry. Please note: after you have submitted an entry you will no longer be able to edit the entry. When it is in draft mode, you can edit the entry at any time until the close of the Awards Submission Tool at 11:59 P.M. Pacific on April 20, 2015. You must have successfully submitted your award entry for it to be reviewed by the judging panels.

**How do I submit my Award Entry?**

Log in to the [Award Submission Tool](#) any time after it opens at 12:01 A.M. Pacific on February 20<sup>th</sup> 2015 and before it closes at 11:59 P.M. Pacific on April 20<sup>th</sup>, 2015. You will need to upload your document to the upload option available as your entry, including any supporting documents.

**Can we enter more than one nomination for the same award based on having different products or case studies we want to highlight?**

Yes, you can enter multiple award nominations for the same award or enter the same case study or story for more than one award.

**Can I delete or change my entry after it has been submitted?**

Yes, as long as your entry has not been submitted, you may edit or delete your entry. To check the status, Sign into the Awards Submission Tool and navigate to the dashboard page. If the entry has the status of Submitted you will not be able to change or delete the entry.

**Can I enter some data and then come back and complete my submission later?**

Yes. Be sure to save your work along the way and do not submit the entry. You may log out and when you log back in, you can go to your dashboard and click on the edit icon of the award you wish to update. Remember once you have submitted your entry, you cannot edit or delete it.

**Can I upload video/DVD presentations to my entry?**

Yes, it is possible to upload files (up to 10 MB per file) as part of your award submission. However, we highly encourage that you provide a URL for these additional materials.

**What do winners receive?**

The Microsoft 2015 Partner of the Year Award winners and finalists will be recognized at WPC in Orlando in July 2015 during one of our Canadian events. Partners who are recognized as winners will be acknowledged in press releases, and will receive a marketing kit (award logos, local press templates, and Web banners) with which to promote their accomplishments, they will receive a trophy delivered to their office following the week and promotions through PR and case studies provided by Microsoft.

**Is any customer information I provide confidential?**

If your customer has any proprietary rights in and to the solution you submit, as a condition of being named a winner in this Contest, your customer must be willing and able to grant to you and Microsoft the right and permission to feature and otherwise describe the Solution in a case study and to use the case study for promotional, editorial, demonstration or any other related purposes.

**Tell me more about the confidentiality....**

Any customer name or customer information you provide in your award submission will not be published immediately. You will, however, be asked to provide a signed customer release from the end customer if you are an award winner so we can possibly produce a case study.

In the award submission process, we recommend that if you have any privacy concerns, you add a note at the bottom of the last question in the nomination form that states the confidentiality concerns for this particular award submission. This will flag the Microsoft product teams that are evaluating this nomination and will note the requirement of a release to publicize any customer information.

**Will my customer be contacted?**

If you have provided customer references, judges may ask your permission to contact these references when making their final decision. Other than that, there will be no contact with your customer.

**Can I see other partners' entries to assist me with my own?**

All entries are confidential, so it is not possible to see entries from other partners.

**When will winners and finalists be announced?**

The winners and finalists will be announced at WPC at a Canadian event in Orlando during the week of July 11<sup>th</sup> – July 15<sup>th</sup>, 2015.

**Questions?** Send an email to [cdnmpn@microsoft.com](mailto:cdnmpn@microsoft.com). Please allow two (2) business days for a response.