



12th UNWTO AWARDS FOR EXCELLENCE AND INNOVATION IN TOURISM

Statement of Understanding and Acceptance for the Category of the UNWTO Awards for Innovation in Tourism

This Statement of Understanding and Acceptance means to ensure that 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 12th edition of the UNWTO Awards for Excellence and Innovation in Tourism.

1. English is the working language of the UNWTO Awards for Innovation in Tourism; therefore, all documents shall be submitted in English.¹
2. For applications for the four categories for the UNWTO Awards for Innovation in Tourism, **the candidates** shall complete an **Application Form**. 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
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 **30 October 2015** as announced on the Guidelines of the 12th UNWTO Awards. Incomplete and/or late applications shall not be considered.

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.

6. A digital copy of the application and all the mandatory documents as listed above shall be submitted to the following address: awards@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 received documents. The submitted application will be considered as the final version.
8. Finalists will be announced by the first week of December in 2015 and only finalists will be directly contacted by UNWTO. UNWTO expects all finalists to attend the UNWTO Awards Symposium and the UNWTO Awards Ceremony (19 and 20 January 2016 respectively). The details of the Symposium and the Awards Ceremony will be further communicated to the finalists.

By submitting an application to the UNWTO Awards for Innovation in Tourism, 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