

2011 Eligibility and Entry Requirements

Please review this information carefully to ensure that your entry is eligible and that you understand the entry requirements. Any entries that do not meet specifications, will be sent back once for adjustment but must be returned by entry deadline of **Monday, October 3rd, 2011 at 12pm noon.**

Basic Entry Information

- All nominations must be FRPO Members in good standing.
- Deadline for entries is Monday, October 3rd 2011, 12:00pm, no exceptions.
- **We no longer accept hard copies of your award submission. All submissions must be produced in a PowerPoint presentation and on CD/DVD with supplemental files included**
- Your presentation must clearly state on the first slide:
 - Award applying for
 - Nominee name and/or company name
 - Contact Information including lead person, address, phone number and email address
 - Please note: The information you provide will appear on your award if you should win.
- All questions/criteria on the nomination form **MUST** be included in your presentation.
- Your CD/DVD **MUST** include the PowerPoint file as well as a separate file for each photos contained in your presentation (please see section below on photographs).
- Please be sure to review each nomination form for any additional requirements
- Each nomination entry must be submitted individually on separate CD/DVD's

PowerPoint Presentations and Supplemental Electronic Data

All electronic files must be saved in an '**unlocked**' format and on either CD or DVD. CD/DVD must be clearly marked with Nominee name and company as well as award applying for. All included files should be referenced and clearly marked.

Photographs

Any photos you wish to be considered must be in high resolution of at least 4 mega-pixels and must be included in your PowerPoint presentation as well as saved separately on your CD/DVD. File names must be referenced appropriately. Judges will only be reviewing the PowerPoint presentations. Acceptable image formats are .jpg and .tiff. All files must be clearly named for identification purposes.

Company Logos

Each submission must include your company logo on CD/ DVD in both .jpg **AND** .eps format. The logo you submit will be used for the awards presentation should you be a nominee.

If you have any questions or require clarification, please do not hesitate to contact:

Lynzi Michal
Manager of Member Services
The Federation of Rental-housing Providers of Ontario
20 Upjohn Road, Suite 105
Toronto, ON M3B 2V9
(416) 385-1100 Extension 22
lmichal@frpo.org