## Best Intervarsity

**To enter for the BICS Best Intervarsity /Intercollegiate event add your event to the calendar at this link: bics.ie/event-submission-page/.**

**Note the following rules:**

1. The event must be organised by at least one society in a member college.

2. In addition to the host college at least 2 other colleges must have participated (they do not all have to be members of BICS)

3. The event must be open to all colleges on the island of Ireland (not all colleges must attend but there must be no restrictions imposed by the host college)

4. The event may be open to non-students but in an audience capacity only.

5. There must be a competitive element (this may form only part of the event)

6. A short application form must be completed by March 14th at 2017 3pm.

7. The event must take place between March 14th 2016 and March 13th 2017.

*Note: your BICS Student Networking Rep can help you with your application.*

**The winning entry will be chosen as follows:**

- Each member college will have 3 votes: The 2 BICS Board Members (one staff and one student)   
 and one networking rep will have a vote each  
- No college can vote for its own event  
- There are no restrictions on the number of events per college which are submitted  
- The 3 events with the most votes will be short-listed.   
- The Voting will take place between March 20th and March 30th 2017. The shortlisted events will   
 be notified by e-mail on March 31st.  
- The winning entry will be chosen from the 3 shortlisted by appointed adjudicators, their decision is   
 final.  
- The winning entry will be announces at the BICS Awards.

**Application Form***After your event*

1. **Fill in the Application Form by 3pm March 14th 2017.**   
   And e-mail to [info@bics.ie](mailto:info@bics.ie)   
   *The background Information (page 2) is to be included in the body of the e-mail.*
2. Answer the questions in the application. Maximum 2 A4 pages of writing.  
   Add a copy of your poster and brochure/ timetable plus at least 6 photos from your event and links to any videos and websites.
3. Save as 1 PDF file.   
   *From page 3 onwards and this will be up loaded onto your calendar event for adjudication.*

**Background Information**

*(Include in body of e-mail only)*

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| **Name of Intervarsity** |
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| **Name of Society** |
|  |
| **College** |
|  |
| **Name of person submitting** |
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| **Phone Number** |
|  |
| **Email Address** |
|  |
| **Participating Colleges:** |
|  |
| **Dates and duration of you event.** |
|  |

**Application**

(Save as one pdf file)

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| **Name of Intervarsity** |
|  |
| **Name of Society** |
|  |
| **College** |
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| **Please provide a brief description of the event.** |
| *Include if this was a new event, if not how did it improve on last year. Did you face any challenges, What you were most proud off.* |
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| **1. Describe the competitive element and who the winners were.** |
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| **2. How many were involved in the event** |
| *Include number on the organising committee, how many attended from each college, additional attendees eg audience.* |
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| **3 How did you fare financially?** |
| *What grant did you receive, how successful was your sponsorship/ fundraising. What was the entry fee and what did it include. What was your overall income and expenditure?* |
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| **4 Please give details of the methods used to promote event?** |
| *How successful were you at your PR and getting other colleges involved. Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of the publicity utilised.* |
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| **5 What would it mean to the society to win this award and why do you feel the society merits the award?** |
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***Include poster, brochure and at least 6 photos of your event plus links to any videos and websites.***