

IMPORTANT DATES FOR SOCIETY

ADMINISTRATORS

BICS AWARDS IMPORTANT DEADLINES		
Item	Date	Time
Best Mental Health, Green Initiative Intervarsity Awards Deadline	Tuesday 19 th March	2pm
Institutes vote to shortlist Best Intervarsity	Thursday 21 st March to Wednesday 27 th March	2pm
- Adjudicator registration deadline - Best Mental Health Event & Best Green Initiative shortlist announced. - Best Intersvarsity Shortlist announced (<i>3 nominees need to complete application and portfolio and interview like the other awards</i>)	Friday 29 th March	2pm
- Administrators send 50 word description of all their entries for the Awards Brochure.	Wednesday 3 rd April	2pm
- Registration for Awards Tickets deadline	Friday 5 th April	2pm
All applications deadline	Monday 8 th April	2pm
Adjudicators at hotel	Wednesday 10 th April	10.30am
Portfolio deadline (must be in the hotel)	Wednesday 10 th April	12.00pm
Students arrive at hotel	Thursday 11 th April	10.30am
Award	Rule	
Best Mental Health	Between 14 th March 2018 & 18 th March 2019	
Best Intersvarsity	Between 14 th March 2018 & 18 th March 2019	
Green Initiative	Between 14 th March 2018 & 18 th March 2019	
Best Event	Between 14 th March 2018 & 13 th March 2019	
Best New Society	Set up after 13 th March 2017	
Best Society x 2, Most Improved Society	Set up before 13 th March 2017	
Best Photo, Promotional Video, Publicity Campaign	Between 14 th March 2018 & 13 th March 2019	



BICS AWARDS

SOCIETY ADMINISTRATORS



CHECK LIST

TASK	DATE DUE	DONE
I have booked my Adjudicators into The Sheraton	Overdue	
I have booked my students accommodation in Athlone	Overdue	
I have organised transport for my group to and from Athlone	Overdue	
I have ensured my students uploaded their short application forms for Best Mental Health, Best Intervarsity or Green Initiative	19 th March 2pm	
I have ensured that my Institute has cast their 3 votes once the shortlist for the Best Inter Varsity Award	21st – 27 th March	
I have ensured all my Adjudicators have registered on www.bics.ie	29 th March	
I have sent a 50 word description for all my entrants to Dave on vicechair@bics.ie for inclusion in the Awards Booklet	3rd April 2pm	
ALL my attendees have registered for their Awards Tickets. (This includes adjudicators, staff, student nominees and student supporters)	5 th April 2pm	
All my nominees have uploaded their full application forms	8 th April 2pm	
I have organised for all my nominee portfolios to be in Athlone by 11am	10 th April	

Important:

ALL deadlines are final. No exceptions.

Each small college must have at least 2 adjudicators and large colleges must have 4.

Please ensure you are familiar with the [BICS Awards rules](#)

If you have any queries please email your Awards Coordinators [Michelle](#) or [Dave](#) who will assist in any way they can.