



Event Marketing Awards

Entry Platform Guide

To Register



Visit our website www.eventmarketingawards.asia and click on the 'ENTER NOW' link or click [HERE](#) to register.

A screenshot of the Event Marketing Awards 2022 website. The header includes the EMA logo, the text 'Event Marketing Awards 2022', and a navigation bar with 'Email:' and 'Password:' fields, a 'Login' button, and a 'Register new user' button (highlighted with a red box). Below the header is the EMA logo and a main content area with text about the 2022 awards being open for entries. There are also links for 'Useful Link' (Entry Kit, Entry Template, Entry Platform Guide) and 'CONTACT US' information.

Event Marketing Awards 2022

Email: Password: Login

[Register new user](#) [Forgot password](#)

EMA
Event Marketing Awards

Campaign is delighted to announce the 2022 Event Marketing Awards are now open for entries.

Now in their 6th year, these awards aim to recognise and celebrate companies applying best practice to the creation, planning, production and management of innovative and successful events in Asia-Pacific. The Event Marketing Awards are open to all individuals, brands, agencies, venues, tourism boards and events suppliers that are delivering creative and exceptional live events in the region. Further details on the categories and guidelines are available in the entry kit.

Useful Link

- [Entry Kit](#)
- [Entry Template](#)
- [Entry Platform Guide](#)

CONTACT US

For more information, please visit our website www.eventmarketingawards.asia or contact the Awards Team at EMA@haymarket.asia.

Payment related queries please contact: Finance_Events@haymarket.asia.

Click on
'Register New User'

- The registrant will be considered as Primary Entrant, and no changes can be made after successful registration.
- Fill in all the information and you will receive a verification email. (Please remember to check your spam/junk mail.)
- Should you have any trouble registering, please contact the team EMA@haymarket.asia for assistance.

To Create Entrant's Profile



- After successful log in, you are required to create an entrant profile.
- A secondary contact must be different to the primary contact. Please provide work email only.
- All fields are **mandatory and in ENGLISH ONLY**.

Event Marketing Awards 2022

ENTRANT'S CONTACT DETAILS

All the fields below are mandatory and in ENGLISH only.
The entrant's contact information provided below should be of the primary contact person for all awards-related matters including entry eligibility, submission checks, jury queries (if any), and results.
****The contact details will be used for trophy delivery, please make sure they are correct.**

First Name	Mary
Last Name	Chan
Country	Hong Kong SAR
Company Name	ABC Agency
Job Title	<input type="text"/>
Work Email Address	mary.chan@abcagency.com

Two red arrows point from the 'First Name' and 'Work Email Address' fields to a yellow box on the right.

Entrant's information will be default and this will be the same as registered

Main Dashboard Page

Your Dashboard will provide you an overview of all your entries' status.



Event Marketing Awards 2022

Profile | Change Password | Logout



IMPORTANT NOTES:

Eligibility: All entries must relate to achievements ONLY during the period 1 January 2021 – 27 February 2022.

SAVE AS DRAFT

- Data will not be saved automatically. Please be reminded to 'Save' your progress until you are ready to submit. Do not proceed to click on 'Submit' unless you are ready to confirm, and no changes can be made once submitted.
- Any draft entry(ies) saved in the system beyond 72 hours will be deleted without any notification.

PAYMENT

- Upon submission of the entry, entry fees are chargeable. Please proceed to payment via the dashboard.
- Entries unpaid by the respective deadlines may be disqualified and Haymarket Media Limited will retain the right to claim for unpaid entry fees and reserves the right to disqualify any unpaid entry.
**All entries will only be considered complete upon receipt of payment.*

Please refer to entry kit or visit the website www.eventmarketingawards.asia for further details. For further queries, please contact organiser at EMA@haymarket.asia.

USEFUL LINKS:

- **Entry Pack:** [Download Here](#)
- **Entry Platform Guide:** [Download Here](#)

Final Submission Deadline: **27 Jan 2022 18:00 +0800** (100 days left)

Create a new entry

Profile | Change Password
Edit your profile or changing password

Create a new entry
Click this button to create a new entry

Your Entries

ID	Category	Entry Title (Credited Campaign Title/ Brand Name/ Nominee)	Creation Time	Entry Status	Endorsement Status	
Entries Ordered						
C01.365543	Best Arts & Cultural Event	"Credited Campaign Title"; "Credited Campaign Brand Name"	21 Oct 2021 14:29	Payment Pending OrderID: 46789808	Completed	Edit
C02.365527	Best Audio Visual	Credited Campaign Title Credited Campaign Title Credite; Credited Campaign's Brand Name	4 Nov 2021 22:01	Payment Pending OrderID: 46788109	Pending	Edit
C01.365401	Best Arts & Cultural Event	"Credited Campaign Title"; "Credited Campaign Brand Name"	21 Oct 2021 14:29	Payment Pending OrderID: 46788792	Pending	Edit
Pending Entries						
<input type="checkbox"/> C01.365533	Best Arts & Cultural Event	Credited Campaign Title Credited Campaign Title Credited ; Credited Campaign's Brand Name	4 Nov 2021 16:03	Pending for order	Pending	Edit
<input type="checkbox"/> C02.365497	Best Audio Visual	Credited Campaign Title Credited Campaign Title Credited ; Credited Campaign's Brand Name	1 Nov 2021 13:06	Pending for order	Pending	Edit

Your Entries
Overview of all entries submitted or pending, paid or yet to confirm payment order etc.

Main Dashboard Page



Your Entries						
ID	Category	Credited Agency/ Nominee/ Brand	Creation Time	Entry Status	Endorsement Status	
Entries Ordered						
<input checked="" type="checkbox"/> P03.365395	Agency Head of the Year	"Credited Nominee"; "Credited Agency / Company Name"	21 Oct 2021 14:29	Payment Pending OrderID: 46770975	Pending	Edit
Pending Entries						
<input type="checkbox"/> C01.365401	Best Arts & Cultural Event	"Credited Campaign Title"; "Credited Campaign Brand Name"	21 Oct 2021 14:44	Pending for order	Pending	Edit




Proceed to pay all unpaid entries Proceed to pay for selected entries



Your Entries

Entries Ordered: This section shows completed entries.
If you selected to pay via Bank Transfer, your entries are not confirmed until bank proof has been submitted.

Entry Status

Payment Completed: Entries submitted successfully and payment received.

Pending Entries							
<input type="checkbox"/>	C01.365401	Best Arts & Cultural Event	"Credited Campaign Title"; "Credited Campaign Brand Name"	21 Oct 2021 14:29	Pending for order	Pending 	 Edit
	AG01.365405	Boutique Agency of the Year	"Credited Agency / Company Name"	21 Oct 2021 14:09	Draft		 Edit

 Proceed to pay all unpaid entries  Proceed to pay for selected entries

Pending Entries

This section provides overview on entries which are submitted.

Pending Order: Entry not proceeded to payment.

Draft: Entry which is not submitted.

Edit

For entries in 'Draft' mode, you may click on 'Edit' any time to continue editing the submission.

For entries which are submitted but not proceeded to payment, you can click 'Edit' to change method of payment.

To Create Your Entry



- Complete all the information on the online entry form.
- Choose your category and proceed to fill in the information. All credits will be published as per online form.
- **NOTES:** Once entry is submitted all information **CANNOT be changed.**

BASIC INFORMATION

CATEGORY

IMPORTANT:

- Please note that the selected category cannot be changed once the entry has been submitted.

Category Type: Campaign Category

Category: Best Arts & Cultural Event

I confirm that this is the category I would like to enter for. Yes
Please note that the selected category cannot be changed once the entry has been submitted.

CREDITS SECTION

IMPORTANT:

- All credits submitted will be used to publish across all channels, related materials, trophies, shortlist/winner announcement on Campaign Asia's editorial pages and website as well as awards presentation. **Once submitted** all information related to the entry including all credits will be treated as **FINAL**.

Credited Campaign Title: *8 words maximum

Credited Agency/ Company Name:

Credited Campaign Brand Name [?]:

Credited Market:

ADDITIONAL INFORMATION

Credited Client Company [?]:

Did the campaign start and end during the eligibility period (1 January 2021 to 27 January 2022)?

Campaign Start: - -

Ongoing Campaign: Yes

Campaign End: - -

I confirm that the work and results in the written entry focus within the eligibility period (1 January 2021 to 27 January 2022), and understand that the submission will be disqualified if the achievements are outside the review period.

Entry Online Form:

CREDITS SECTION

- All information provided on the online entry form will be used as credits on the trophy should you win, website and other marketing material.
- It is the responsibility of the entrant and their company to ensure the credit fields are correct.

Written Submission



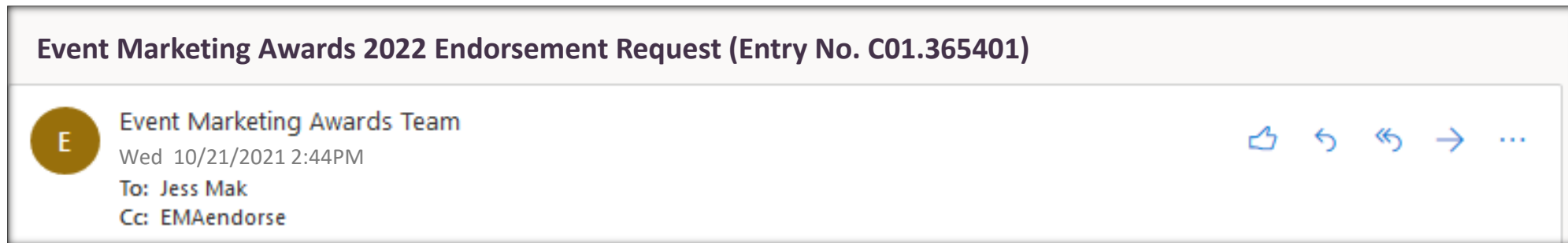
- The written submission is your core entry.
- All written entry submission papers should be submitted using the entry template provided. You may remove the EMA logo and format or design your own entry but must include all required information, based on all sections. You must indicate clearly as per each section titles of which judges will score your entry based on such.
- Please ensure that your final document does not exceed 2 pages A4 single sided.
- Written submission must be in PDF format and must not exceed 5MB in size.

**For detailed requirement, please refer to Entry Kit.*

Endorsement



- Once you have clicked “CONFIRM SUBMISSION” via the online entry form, the system will generate an automated email to the endorser. This email will include the hyperlink to view the written submission and to confirm the endorsement.
- If the endorser failed to receive the email within 24 hours of submitting the entry, please ask the endorser to check SPAM/JUNK Mail. The sender and subject information is as follows:
 - Sender Email Address: " Event Marketing Awards Team" <EMA@ijudge.mpplication.com>
 - Mail Subject: Event Marketing Awards 2022 Endorsement Request (Entry No. [ENTRYID])



- You may also re-trigger the endorsement email via the Main Dashboard.

Your Entries						
ID	Category	Credited Agency/ Nominee/ Brand	Creation Time	Entry Status	Endorsement Status	
Entries Ordered						
P03.365395	Agency Head of the Year	"Credited Nominee"; "Credited Agency / Company Name"	21 Oct 2021 14:29	Payment Pending OrderID: 46770975	Pending	Edit
Pending Entries						
<input type="checkbox"/> C01.365401	Best Arts & Cultural Event	"Credited Campaign Title"; "Credited Campaign Brand Name"	21 Oct 2021 14:34	Pending for order	Pending	Edit
AG01.365405	Boutique Agency of the Year	"Credited Agency / Company Name"	21 Oct 2021 15:22	Draft		Edit

Endorsement | Email Content



Event Marketing Awards 2022 Endorsement Request (Entry No. C01.365401)

E

Event Marketing Awards Team

To: Jess Mak
Cc: EMAendorse



Urgent: Awards Submission Endorsement

Dear "Endorser's First Name",

Entry ID: C01.365543

"Credited Agency / Company Name" is participating in Event Marketing Awards 2022, and has submitted the campaign titled "Credited Campaign Title" in the **"Best Arts & Cultural Event"** category.

The entry will only be accepted with your endorsement. Please click on the link below to view the entry submission and proceed to endorse.

[CLICK TO ENDORSE / VIEW](#)

Best Regards,

Event Marketing Awards Team

EMA@haymarket.asia

[Reply](#) | [Reply all](#) | [Forward](#)

Click this link to View Submission and proceed with endorsing the entry

Endorsement | Endorsement Link



Urgent: Awards Submission Endorsement

Dear Jessie,

Entry ID: C02.365527

Credited Agency / Company Name is participating in Event Marketing Awards 2022, and has submitted the campaign titled Credited Campaign Title Credited Campaign Title Credite in the "Best Audio Visual" category.

The entry will only be accepted with your endorsement. This will take 1 minute of your time by clicking the green button "Yes, I would like to endorse" or if any query, blue button to contact the Organiser.

If you do not see the endorsement button, please move your cursor to the picture X area and right click to download.

Would you like to endorse this submission? [\[view submission\]](#).

Click on the "Yes" **green button** below to endorse.

If you do not agree, please click No and contact the organiser.

Yes, I would like to endorse

No / Contact Organiser

Best Regards,

Event Marketing Awards Team

**** Please refer to Entry Kit for endorsement detailed requirement. Without completed endorsement, the entry may not proceed to judging and result to disqualification.**

Click this link to view the submission

Click the Green Button to endorse the Entry

Compulsory Images



- Upload 3 different photos on the online entry form.
- These photos must be in high-resolution format and will be used to showcase your entry should you win.

Acceptable Photo/format

Campaign Categories

- ✓ Campaign photos

Agency/ Individual/ Team Categories

- ✓ Team/ Nominee's photo

File Format

- ✓ JPG, PNG
- ✓ Maximum 2MB
- ✓ 300 dpi
- ✓ Landscape version

Please do not upload:

- ✗ **Company/ Agency Logos**
- ✗ **Media Clippings**
- ✗ **Screen Shot**

Supporting Material



- Upload any supporting materials or files to accompany your written submission paper.
- A maximum of five (5) items of supporting materials can be provided to support your case to show evidence of the success of your campaign or agency / personal contribution.
- These can be microsites/Video links, videos, case studies, media clippings etc.
- Supporting materials are not compulsory though we will encourage you to provide them to help support the submission.
- **DO NOT** include agency names, logos in any of the supporting material, microsite, video links or file names **for campaign categories.**

**For detailed requirement, please refer to Entry Kit.*

Draft Entry



- Should you wish to save and complete the online form at later stage, you may click on “**Save as Draft**” button.
- For any Draft entries you do NOT wish to proceed further with, please inform the organiser. Once you confirmed to SUBMIT ENTRY, your entry will be processed and from this point forward the entrant will be liable for all entry fees including any duplication of entry

Event Marketing Awards 2022 Profile | Change Password | Logout

[Save as Draft](#) [Preview / Proceed to Submit](#) [Back to Dashboard](#)

BASIC INFORMATION

CATEGORY

IMPORTANT:

- Please note that the selected category cannot be changed once the entry has been submitted.

Category Type

Category

I confirm that this is the category I would like to enter for. Yes
Please note that the selected category cannot be changed once the entry has been submitted.

CREDITS SECTION

IMPORTANT:

- All credits submitted will be used to publish across all channels, related materials, trophies, shortlist/winner announcement on *Campaign Asia's* editorial pages and website as well as awards presentation. Once submitted all information related to the entry including all credits will be treated as **FINAL**.

Credited Agency/ Company Name

Credited Market

Preview Entry



You may select **“Preview/Proceed to Submit”** to preview the submission before confirming your entry.

Event Marketing Awards 2022 Profile | Change Password | Logout

[Save as Draft](#) [Preview / Proceed to Submit](#) [Back to Dashboard](#)

BASIC INFORMATION

CATEGORY

IMPORTANT:

- Please note that the selected category cannot be changed once the entry has been submitted.

Category Type

Category

I confirm that this is the category I would like to enter for. Yes
Please note that the selected category cannot be changed once the entry has been submitted.

Once you are in preview page, you may proceed with **“Save as Draft”** , **“Back to Edit”** or **“Confirm Submission”**

** Once you **“CONFIRM SUBMISSION”**, you are unable to make changes and entry fee is immediately due.

[Save as Draft](#) [Confirm Submission](#) [Back to Edit](#) [Back to Dashboard](#)

CREDITS SECTION

IMPORTANT:

- Please ensure all credits are correctly filled in. Once submitted, these cannot be changed.
- In case of any request, changes can only be considered and prior approval with a fee to be charged. Please refer to the entry kit page 5 for all details.

Category Type Campaign Category

Category Best Brand Activation

I confirm that this is the category I would like to enter for Yes
Please note that the selected category cannot be changed once the entry has been submitted.

Credited Campaign Title "Credited Campaign Title"
*8 words maximum

Payment Overview Page



Once you have submitted and confirmed your entry, you will be directed to an overview payment page. This will show the entries which have been submitted but NOT proceeded to payment.

(NOTE: Entries which have not proceeded to payment are not considered to be successful and may not proceed to judging).

To proceed with payment you may select the entries you wish to pay for. For any entries which you do NOT wish to proceed with, please contact the organiser.

The screenshot shows the 'Event Marketing Awards 2022' payment overview page. At the top right, there are links for 'Profile | Change Password | Logout'. The main content area is titled 'Entries Payment' and contains a table with columns for 'ID', 'Category', 'Credited Agency/ Nominee/ Brand', and 'Creation Time'. The table is divided into 'Draft Entries' and 'Pending Entries'. Below the table, there are three buttons: 'Create a new entry' (green), 'Proceed to pay for selected entries' (red), and 'Back to Dashboard' (grey). A red arrow points from the text 'Proceed to payment page' below to the red button.

ID	Category	Credited Agency/ Nominee/ Brand	Creation Time
Draft Entries			
AG01.365405	Boutique Agency of the Year	"Credited Agency / Company Name"	21 Oct 2021 14:29
Pending Entries			
<input checked="" type="checkbox"/> AG02.365408	Brand Experience Agency of the Year		21 Oct 2021 14:19
<input checked="" type="checkbox"/> C01.365406	Best Arts & Cultural Event		21 Oct 2021 14:06
<input checked="" type="checkbox"/> C01.365401	Best Arts & Cultural Event		21 Oct 2021 17:21

Proceed to payment page

Payment Method



Credit Card online:

- A 3.5% charge by the bank as handling fee will be added.
- If you encounter any technical problem, please do not repeat the payment process and contact the Organiser immediately for assistance. No refund can be made.
- You can also request from the Organiser for a direct credit card payment link if you do not wish to proceed via the secured online system.

Alipay

- If you select Alipay to settle the fee, you will be directed to the Alipay site for payment. Please refer to the screen shot for reference.



Bank Transfer

- Please request directly via email to Finance_events@haymarket.asia or contact Organiser for assistance.
- Should you require to make changes of payment method, please go back to main dashboard, under the section 'Your Order' please go to the 'Edit' button for the entry you wish to pay and you can proceed to change method i.e. from Bank Transfer to Credit Card.

Payment Method / Invoice & Receipt



Change of Payment Method

Upon processing your entry fees on the payment page, if you require to change the payment method please click edit button.

Invoice/Receipt

- Invoice or receipt can be provided upon confirmation of your entry.
- Once your online credit card payment is accepted, you will receive a 'Payment Received' email confirmation with a standard payment receipt from the system.
- Official receipt: If you wish to request an official invoice or receipt, please forward your Payment Order email confirmation to Finance_events@haymarket.asia (cc EMA@haymarket.asia). Invoice or receipt will only be provided upon complete of your entry submission together with payment order confirmation.

Technical Support



Technical Support Help

- If you encounter any technical difficulties during online payment process, please reach out to the organiser immediately and do not repeat online payment for the same entry to avoid duplicate payment.
- Should you encounter issues during submission process, please contact the EMA Awards Team for assistance at EMA@haymarket.asia.