



2010 Entry Submission Instructions

In an effort to simplify the submission of your 2010 ADME Achievement and Recognition Award entries, we have streamlined the electronic submission requirements.

Please submit ONE Acrobat file for EACH entry with the pages in the following order:

1. Entry form
2. 1,000 word description, budget, judges' description, photos and other electronic support materials. **YOUR COMPANY NAME MUST NOT APPEAR on any pages with this information.**
3. **Starting on a separate page**, the event's 100 word publicity description, to be used if your entry is a finalist.

Naming your files

Please use your company name (or reasonable abbreviation) as your file name. Should your company submit more than one entry, please number them. *If your company name is similar to others (i.e., PRA) please include a distinguishing set of letters, for your city/location.*

Sending your files If your completed application is too large (more than 5mb) to send via email, we encourage you to use www.yousendit.com. This website is very easy to use, and as long as you do not select any of their premier services, it is free of charge. Please complete the green dialog box on the left of the screen. **Send your files to info@adme.org.** Please include in your message the following information:

- Your company name and contact information
- Name of your file
- Category of application

Acknowledgement of Entries Your entries WILL be acknowledged as soon as humanly possible! Please give us the opportunity to save the applications and acknowledge them in a systematic fashion. Remember, we won't be in the office at midnight should you wish to enter at the absolute last minute!

Information for Judges will be extracted from your Acrobat file. Please be sure that you have separate pages for parts 1, 2 and 3 as noted above.

Payment Form Don't forget to complete the payment form! Complete this form on your computer and print to fax to 937.586.3699 if you are charging OR print to mail with your check – which must arrive by the deadline of November 20. An additional late fee of \$25 per entry will be automatically added to entries received after midnight November 13.

Please submit your questions via email to info@adme.org