

15th UNWTO Awards

Statement of Understanding and Acceptance

This Statement of Understanding and Acceptance means to ensure that applicants submit all mandatory documents in due form and time. It describes the obligations required from all applicants to guarantee that they submit an eligible application to the UNWTO Awards. The Statement of Understanding and Acceptance is to be accepted to express compliance with the conditions set forth below as well as in the Guidelines for the 15th edition of the UNWTO Awards.

1. English is the working language of the UNWTO Awards; therefore, all documents shall be submitted in English. Exceptionally, the UNWTO will accept support and recommendation letters in languages other than English provided they are accompanied by an English translation. The applicant is responsible for collecting, translating and sending the recommendation letters along with the application form. The UNWTO will only contact the referees for matters related to the application if deemed necessary.
2. When completing the online application form, applicants are required to submit the mandatory documents listed below:
 - a) **Executive summary** of the initiative reflecting the essence of the initiative and the reasons why it merits the award with up to **300** words
 - b) **The mission, vision and objectives, main characteristics, innovative features and impact** of the initiative with up to **1,200** words
 - c) **Partnerships, if applicable**, differentiating intellectual and implementation partners
 - d) If the signee is not the Head of the Organization, a **Letter of Authorization** from the Head of the Organization or its authorized legal representative in headed letter (signed and stamped)
 - e) **Three external recommendation letters** addressed to the UNWTO Awards Jury Committee
3. The mandatory documents should be submitted in **PDF format**. The title of each document should reflect the contents of the document.
4. Any other document than those listed above will be classified as “Additional Document”.
5. The completed online application form and the mandatory documents shall be submitted before **31 October 2018 (23:59 Central European Time)**. Incomplete and/or late applications shall not be considered.

6. Once an application is submitted, no changes can be made to the received documents. The submitted application will be considered as the final version.
7. Finalists will be announced by **middle of December 2018** (tentative) and only finalists will be directly contacted by UNWTO. Subsequently, winners of all categories will be announced in **January 2019** (tentative).