



ARCHAEOLOGICAL ACHIEVEMENT AWARDS NOMINATION GUIDANCE 2024

This document provides the rules of entry. Any nominations that do not comply will not be eligible for judging.

- 1.** Nominated projects/activities and the organisations or individuals delivering them must be based in the United Kingdom or Republic of Ireland.
- 2.** Nominations must be received by 12.00pm on Wednesday 25 September 2024.
- 3.** Awards must be made in one of the five specific categories: Archaeology and Sustainability, Engagement and Participation, Public Dissemination or Presentation, Early Career Archaeologist, or Learning, Training and Skills
- 4.** The winners of each of the five awards categories will automatically be entered for the Outstanding Achievement Award.
- 5.** Nominations for the Archaeological and Sustainability award, Public Dissemination or Presentation award, Engagement and Participation award and/or Learning, training and skills award can be made either by the organisation being nominated or by a third party.
- 6.** Nominations for the Early Career Archaeologist award must be made by a third party.
- 7.** Projects and activities nominated may be made up either of a single event or activity, or a package of activities and outcomes.
- 8.** Nominations should relate to activities and projects that were active or completed within the last three years. Projects can be ongoing but need to demonstrate how they are delivering longer-term impact, including how that impact will be evaluated.
- 9.** Winning or highly commended nominations will not be eligible to resubmit a nomination relating to the winning or highly commended project/individual for three years. An individual or organisation may submit nomination(s) for other unrelated projects during that time.
- 10.** The same project may be nominated in more than one category, up to a maximum of three award categories. A maximum of two projects run by the same organisation or individual may be nominated in a single year (but each of those projects can be nominated for up to three awards). Nominations for individuals in the Early Career Archaeologist category do not count towards an organisation's total.
- 11.** Nominations must be submitted using the nomination forms available on the Archaeological Achievement Awards section of the CBA website.
- 12.** Nominations should demonstrate how individuals, projects and activities meet the cross-cutting themes. Nominations in all categories except Early Career Archaeologist



must demonstrate their approach to equity, diversity and inclusion and at least one other cross-cutting theme.

- 13.** Nominations in the Early Career Archaeologist category must demonstrate how they have met at least one of the cross-cutting themes across the full suite of cross-cutting themes.
- 14.** Material provided as part of a nomination may be used by the Council for British Archaeology for the purpose of promoting the Archaeological Achievement Awards. Any material used will be credited using the details provided in the nomination.
- 15.** Judging will be undertaken by the Archaeological Achievement Awards judging panel made up of representatives from across the sector. Further details of the judging panel can be found [here](#).
- 16.** All nominations will be scored out of 100. The score against each question is provided on the nomination form.
- 17.** The judging panel will not include representatives from any organisation funding the awards or Council for British Archaeology staff who provide administrative support only.
- 18.** Nominations will be circulated to members of the judging panel in their entirety. Any confidential information must be clearly stated within the submission.
- 19.** The judging panel's decision on the eligibility of the nominations shall be final and is non-appealable.
- 20.** The judges will announce a shortlist of nominated projects on Friday 11 October 2024, and the winners will be announced during an awards ceremony held on Friday 22 November 2024 at the Temple of Peace, Cardiff, Wales.
- 21.** The Archaeological Achievement Awards are committed to recognising professional standards and excellence. Nominations which cannot demonstrate ethical good practice and standards may be disqualified from the awards. In the event of concerns being raised about any nomination the judging panel will refer to the principles, codes and standards set out by the Chartered Institute for Archaeologists and/or the Institute of Archaeologists of Ireland in reaching any decision.
- 22.** The Archaeological Achievement Awards are delivered by the Council for British Archaeology. For any enquiries, please contact awards@archaeologyuk.org.