

The Paraplanner of the Year Award 2023

1. The Paraplanner of the Year Award (the “Competition”) is being conducted by the Chartered Institute for Securities and Investment (CISI), 20 Fenchurch Street, London, EC3M 3BY.
2. Entry to the Award is open to all residents of the UK who are currently working as a paraplanner in a Financial Planning firm, in a freelance or outsourced capacity.
3. The 2023 Competition applications (i.e. fully completed entries) must be submitted in accordance with these terms and conditions by the deadlines outlined below.
4. The stages of the competition are as follows:
 - First round: Complete a multiple-choice test by **11:59pm on Sunday 21 May 2023**. Applicants will be notified within 5 working days of the deadline and those with the five highest scores will progress to the second round of the Competition.
 - Second round: Successful applicants will receive a case study to complete. Case study responses should be no more than 2,500 words and answer all questions. These must be submitted by email to **FPawards@cisi.org** by **11:59pm on Sunday 2 July 2023**.
 - A panel of judges (“the Panel”) consisting of representatives from the CISI and the paraplanning community will review the applications and select the Winner. Entrants will be judged anonymously according to their response to the case study. Applicants will be notified by Thursday 3 August 2023 whether they have progressed to the final stage or not.
 - Third round: The top two shortlisted entrants will be invited to attend an interview with the Panel on **Tuesday 12 September 2023**, to determine the overall Winner. This will take place via video call.
5. Applicants may only enter the Competition once. CISI accepts no responsibility for incorrectly submitted, delayed, misdirected or illegible entries into this Competition.
6. The Winner will be announced at The Financial Planning Conference 2023. Their details will be subsequently published on the website and in various industry publications following the announcement.
7. General feedback by way of comments from the Panel will be made available on request once the Winner has been announced at The Financial Planning Conference 2023.
8. The Winner will receive:
 - a. £750 cash prize.
 - b. Feature on a CISI website.
 - c. Profile on CISI social media channels.
 - d. Announcement in *The Review*.
 - e. As well as a trophy and the accolade of winning.
9. The runner-up will receive £250 cash
10. The Winner and runner up must take the prizes as specified above. Where applicable, the prizes cannot be redeemed for cash, exchanged or transferred to another person. The Winner and runner-up acknowledge and agree that all other costs associated with the prize, including taxes and other ancillary costs, are their own responsibility.

11. The CISI may without notice combine the awards and prize fund if it is deemed that there are insufficient entries.
12. Chance plays no part in this Competition. The Panel's decision is final, and no correspondence will be entered into. Any applicants or applications not complying with these terms and conditions or involving fraud or any other illegal activity may be disqualified by the Panel and/or replaced by another applicant at any time. The CISI reserves the right to undertake at any time any verification checks of the application submitted.
13. By entering the Competition, all applicants confirm and agree that they will abide by these terms and conditions, they are the person who submitted the application on the Website, and the application is their own work. Applicants who submit multiple entries will be judged on their first entry only.
14. The CISI is not responsible for any incorrect or inaccurate information, either submitted by the applicant on the Website, or caused by equipment or programming used in this Competition, or for any technical error that may occur during the administration of this Competition including any omission, interruption, deletion, defect, delay in operation or transmission, network failures, technical problems or traffic congestion on the Internet or on the Website, software failure, theft, destruction, alteration or unauthorised access to the applications or any injury or damage to any person's computer related to, or resulting from, participating in this Competition.
15. The CISI and its associated companies and agencies shall not be liable in any way (including, without limitation, in negligence) for any loss or damage whatsoever suffered (including, without limitation, indirect or consequential loss) or for any loss or damage or personal injury suffered or sustained in connection with using any prize, except any liability that cannot be excluded by law.
16. By entering the Competition, the Winner agrees to participate in publicity activities associated with the Award including interviews and photo sessions requested by the CISI or the award sponsors.
17. The information entrants provide will be used by the CISI for the purpose of conducting the Competition in accordance with the CISI privacy policy.