



BICS

Board of Irish
College Societies

*National
Society
Awards
2011*

Nominee Information

www.bics.ie

What is BICS?

BICS - Board The Board of Irish College Societies is a national organisation, constituted in 1995, dedicated to providing a national forum for the societies in Ireland's Universities, Colleges and Institutes of Education.

The Board is responsible for the promotion of interest in the activities of Irish college societies and of fostering contact and co-operation between them.

During the course of the past sixteen years, the Board has met many of its objectives, in particular the exchange of information, and most successfully, the inauguration of the *National Society of the Year Awards*. BICS also acts as an information resource and support mechanism for society administrators throughout the country promoting the sharing of ideas and the implementation of best practice. BICS produced the BICS Ultimate Guide to Societies in 2008, a book and CD guide to all aspects of running a society, which is available to all member colleges.

BICS provide a national forum for the administration and governing bodies of college societies and endeavours:

- To foster contact and exchange of information between these aforementioned groups.
- To promote contact and co-operation between the societies under their administration.
- To promote the interest of College societies throughout Ireland.
- To promote the improvement of society support and facilities throughout the third level sector.
- To increase knowledge of Societies in third level by research and surveys.
- To provide support for societies in the third level sector.

BICS Local working groups:

In addition to the BICS Board (a staff and student rep from each member college) and the elected Executive, BICS also comprises local working groups. These groups can take any format deemed appropriate by their institution and their BICS board members which are constituted democratically. These groups can then undertake tasks and implement ideas approved by the BICS board which foster the development of societies in Ireland and add to the sum of our collective knowledge.

BICS National Society Awards Rules

- Check with your college society officer as to your society's eligibility to enter the BICS awards.
- Your college must be a member of BICS. You must be nominated by your college and there can be only one nomination in each category from each member college.
- You must fill out the on line nomination form and submit it by the deadline of 2pm Monday 18th April 2011.
- It is very important if you are representing more than one category that you inform BICS at the time of submitting your nomination, so that we can ensure that your interview times do not clash.
- You must attend an interview.
- Maximum of four people permitted to attend each interview.
- Nominees in the best Individual and Best Fresher category may attend alone or may bring someone to the interview with them.
- You must fill in your brief description for the awards booklet at the time of nomination.
- Each nominee must provide just one portfolio, which includes all back up material and also attend an interview. If you are nominated in more than one category you must have one portfolio for each nomination.
- 10% of your marks will be docked if your portfolio is not in by the deadline of 2pm Wednesday the 20th April 2011

- Your society must be operational for minimum two years in order to be nominated in the categories of Best Society and Most Improved Society.
- A society may not be nominated for more than one of the following awards: Best Society, Most Improved Society or Best New Society.
- A new society must be in its first two academic years from receiving any recognition and its first academic year receiving full society funding from its institution.
- A best Fresher is deemed to be a society member who is in their first year in a third level institution it is up to each college to nominate an individual who adheres to this criterion.
- A group whose main activity is recognised by CUSAI as a sports club may not enter for an award at BICS.

Note: the adjudicators will be judging and awarding marks for your application, your portfolio and your interview so you must complete each process.

BICS Membership:

Membership is open to any third level institute in Ireland. Large Colleges have over 6500 full time students and small colleges have under 6500 full time students. Currently the following colleges from all over Ireland are members:

Large Colleges	Small Colleges
DCU	Blanchardstown IT
DIT	Cork IT
DCU	ITTD
NUI Galway	IT Tralee
Queens	Dundalk IT
Trinity College Dublin	DBS
UL	GMIT
	Mary Immaculate College
	National College of Ireland
	NUI Maynooth
	Sligo IT
	Waterford IT

Some Society Facts:

Surveys and statistics indicate that approximately one third of all college students sign up for societies on the society's days throughout the country.

The number of active individuals within any one society can vary from twenty to several thousand. This makes for a very large number of people involved in society life in college. It is believed that upwards of 30,000 students are actively involved in societies at some level in colleges within BICS member's colleges.

In some colleges as little as 20% of the societies' funding comes from the college and over 30% of the societies' expenditure is given to charity. This makes societies one of the most cost effective ways for institutions to deliver on their commitment to the student experience by enhancing holistic learning, providing a vibrant social life on campus while also contributing to the wider community and producing graduates ready to take their place in the world.

BICS Executive

Chairperson: Anita Conway – DIT

Vice Chairperson: Emma Matthews -TCD

Treasurer: Siobhan Byrne - DCU

Secretary: James Costello - DIT

Awards Coordinator - Riona Hughes - NUIG

Webmaster: Ed Leamy - DCU

PRO: Tony Peoples - DBI

New members/ Training Officer -

Tim O'Connor - ITTD

OCM: Ciara Patterson – DKIT

Student Rep: Ruth Connolly - DCU

Student Rep: Ben Clifford -TCD

Student Rep: Matthew Hennessy - ITTD

Tadhg Tynan: – NUIG

BICS National Awards

The 2011 Awards will take place on Thursday 21st April 2011, in Áras na Mac Léinn, NUI Galway with the awards ceremony in The Galway Bay hotel. Special accommodation rates for BICS have been arranged with the Galway Bay Hotel, Salthill.

The National Society Awards are the highlight of the Societies' Calendar. Hosted by the BICS Executive, they celebrate the achievements of the societies at a national level. The Awards are all about encouraging participation in Societies and rewarding those who have contributed significantly to the life of their College through Societies.

Each member college can put forward their best societies and individuals to represent them at the National Awards.

BICS Award Categories

Best Society	Best Civic Contribution
Best Society Event	Best Society Fresher
Most Improved Society	
Best Society Individual	Best Online Presence
Best New Society	Best Society Poster

There is an award in each of the first seven categories for colleges under and over 6500 students (small colleges and large colleges). Best Poster and Best Online Presence are combined in one category each for all participating colleges.

The Process of Nominations:

The application is an online form, and all nominees are invited to attend adjudication and the awards night. You must be nominated by your college and there can be only one nomination in each category from each member college. Your college must be a member of BICS.

It is very important if you are representing more than one category that you inform BICS at the time of submitting your nomination, so that we can ensure that your interview times do not clash.

You must fill in your brief description for the awards booklet at the time of nomination.

To access the online application form, ask your society administrator for the society's password. Go to www.bics.ie and log on using your society username and password (note there is just one society username and password for each college). Click on to the awards link in on the left menu. Then click on the award category you are entering. It is vital that you answer all questions, as each question carries marks, the questions online include the marking scheme and some tips. The marking scheme is also in this book. You can save your work and go back to it but you must submit it by the deadline which is strictly 2pm Monday 18th April 2010. Nominations will not be accepted after the deadline.

Please make sure you save your application each time you finish working on it. If you have any difficulties accessing the awards nominations please consult with your society administrator, e-mail info@bics.ie or telephone 091 492852. Once you have been nominated by your college check that you have access, do not

leave it to the last minute!

Make sure you include a contact telephone number in your application.

Please note while it is important to provide all the information for the adjudicators please be aware that they will have a lot of nominations to read so if you can say it in a sentence rather than a paragraph succinctness will be appreciated.

Each nominee must provide one portfolio, which includes all backup material, and attend an interview.

Note: the adjudicators will be judging and awarding marks for your application, your portfolio and your interview so you must complete each process.

The Portfolio:

Your portfolio can take any form and we require just one portfolio for each nomination. Some societies create very colourful and artistic portfolios while others may use a more functional folder. Whatever format you choose it is the content which is very important. The portfolio must include all your back up material for your application. You should include copies of posters, press cuttings, reviews, literature you have published, photos, bank statements if you use a bank account and more detailed accounts. Some societies in the past have included video footage on CD, screen shots of your website, copies of e-mails and letters sent some have even included photocopies of receipts. Please consult the marking scheme in this book to see what items your portfolio must include.

What is in your portfolio is up to you but it should be a visual description of what you are all about. Remember the judges do not know you, have not been at your events and have no way to know just how amazing you are. So use whatever means you wish to invite the judges into the world of your society. Your portfolio will be returned to you at the end of the adjudication and is a great archival record of your society to keep.

There is no need to repeat what is in your nomination the portfolio is a visual description brevity with words will be appreciated.

The deadline for your portfolio is 2pm on Wednesday April 20th in the Galway Bay Hotel, Salthill, Galway. Most colleges are sending adjudicators so give your portfolios to your adjudicators, who must be in the Galway Bay Hotel by 11am on Wednesday April 20th. Please note this deadline is absolute and failure to have

your portfolio in by the deadline will result in an automatic loss of 10% of your marks. Please note the portfolio is required for marking the written application.

Adjudicators:

Apart from nominees we have over 30 adjudicators, 3 per panel, who judge each category and chose the eventual winners.

The adjudication panels are made up of individuals who have worked directly with students or have a number of years' experience being involved with student activities.

The Interview:

The interview is an opportunity for the adjudicators to get to know you and your society a little better. It is an opportunity for them to seek clarity on any issues and for you to fill in any gaps. The interview is short, no more than 20 minutes (depending on the number of nominees in any category). The maximum who may attend the interview is four. Adjudicators will have already read your application and studied your portfolio; this is a chance to get a face-to-face feeling for what you are all about. Remember, they are not there to catch you out. Use the time wisely: for example, there is no point if you are a choir to go in and sing for the 20 minutes, while a short burst of song at the end might be the very thing that sets you apart.

Before you go in have another look at the marking scheme and if there are any areas which you feel needs more information, now is the opportunity to give it. If there are more than one of you attending the interview make sure each of you gets a chance to speak, avoid contradicting or correcting one another in front of the judges. Decide before you go in what areas each of you will cover. Most of all smile and look happy. The judges have been working very hard reading all your material so cheering them up with your obvious enthusiasm and love of what you do will be a breath of fresh air for them.

When you go in introduce yourselves, be confident, open and friendly and let your ease with one another and your team spirit shine and good luck.

Nominee Presentation:

To foster interaction between all the societies and students and to encourage the sharing of ideas, after the interviews nominees in the following categories are invited to make a short presentation (no more than 5 minutes) to your fellow nominees:

Best Society, Most Improved Society, Best Event, Best New Society and Best Civic Contribution. This will be followed by an open discussion.

Nominees in the following categories are invited to an informal ideas sharing session: Best fresher, Best Individual, Best Poster and Best Website.

Your presentation should be informal and can take any format. A PowerPoint presentation, a short movie, a talk, it is up to you.

The idea is to give your fellow nominees an idea of what you are all about.

Note this presentation is not part of the marking scheme.

See timetable for locations.

Marking Schemes for BICS Awards

Best Society Marking Scheme

A best society must have been in existence for at least 2 years.

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - 5 marks per judge
- Committee structure and how you functioned as a team - 4 marks per judge
- Membership (comparison with previous year) and recruitment methods - 4 marks per judge
- Number and variety of events held - 10 marks per judge
- Difficulty of organisation - 8 marks per judge
- Systems set in place to ensure continuity - 4 marks per judge
- Contribution to college life - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. - 5 marks per judge
- Outline Innovation used in fundraising and sponsorship. - 5 marks per judge
- Elaborate on the events which enhanced your members experience in your society but which did not have a financial element. - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
- Innovation and creativity used in promoting your society - 5 marks per judge

- Success at raising on-campus profile - 5 marks per judge
Outside College:
- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts,, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Most Improved Society Marking Scheme

A most improved society must have been in existence for at least 2 years.

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - 5 marks per judge
- Committee structure and how you functioned as a team - 4 marks per judge
- Membership (comparison with previous year) and recruitment methods - 4 marks per judge
- Number and variety of events held - 10 marks per judge
- Difficulty of organisation - 8 marks per judge
- Systems set in place to ensure continuity - 4 marks per judge
- Contribution to college life - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. - 5 marks per judge
- Outline Innovation used in fundraising and sponsorship. - 5 marks per judge
- Elaborate on the events which enhanced your members experience in your society but which did not have a financial element. - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
 - Innovation and creativity used in promoting your society - 5 marks per judge
 - Success at raising on-campus profile - 5 marks per judge
- Outside College:
- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best New Society Marking Scheme

A new society is one which is in its first year of full recognition as a society

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - 5 marks per judge
- Committee structure and how you functioned as a team - 4 marks per judge
- Membership and recruitment methods - 4 marks per judge
- Number and variety of events held - 10 marks per judge
- Difficulty of organisation - 8 marks per judge
- Systems set in place to ensure continuity - 4 marks per judge
- Contribution to college life - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. - 5 marks per judge
- Outline Innovation used in fundraising and sponsorship. - 5 marks per judge
- Elaborate on the events which enhanced your members experience in your society but which did not have a financial element. - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
- Innovation and creativity used in promoting your society - 5 marks per judge
- Success at raising on-campus profile - 5 marks per judge

Outside College:

- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Society Event Marking Scheme

Organisation [40 marks per judge]

- Number of society members involved in organisational structure - 5 marks per judge
- Number of people who participated in/benefited from the event - 5 marks per judge
- Difficulty of organisation - 10 marks per judge
- Originality and innovation - 10 marks per judge
- Contribution to college life - 5 marks per judge
- Relevance of this event to your society's aims and objectives - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included*
- *Backup material of the event e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income - 10 marks per judge

- How successful were you with budgeting and meeting your targets - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
- Innovation and creativity used in promoting your society - 5 marks per judge
- Success at raising on-campus profile for the event - 5 marks per judge

Outside College:

- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Civic Contribution Marking Scheme

This award is for a society and not an individual. A civic contribution is one which engages with an entity or entities other than your members and must be an off campus entity or entities.

Ideally the benefit or benefits should include the following: financial, volunteering, education and raising awareness for your target entity or entities.

It can be a one-off activity, a series of activities, benefit one or more entities or be the integral part of your society's aims and objectives.

For example if your event/s or societies aim was to raise money for charity did you also use any opportunity to inform your members/ attendees of the work of the charity and raise its

awareness on/ off campus and thereby educate and enlighten your attendees/ participants, and how many of your members helped out/ volunteered to make you event a possibility.

There is no distinction or value judgement made on the thematic area or perceived value of the target entity or whether the target entity is local, national or international.

1. Organisation [30 marks per judge]

- who participated in your civic contribution? – **5 marks per judge**
- Difficulties overcome - **5 marks per judge**
- Originality and innovation - **5 marks per judge**
- Contribution to college life - **5 marks per judge**
- Methods put in place to ensure continuity and training - **5 marks per judge**
- Income & Expenditure submission (*just include a balance sheet - additional info on income and expenditure should be included in your portfolio*) - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included*
- *Proof of membership numbers: a letter from your Societies' Officer will suffice*
- *Backup material of the event/s e.g. calendar, photos, posters, tickets, programmes, videos etc, reports, letter from your target entity (this is also relevant for your publicity section), anything else you think might be relevant*
- *Bank statements if available, otherwise a confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer or copy of on line finance system which confirming grants received from your institution.*

2. Promotion and Publicity [15 marks per judge]

- Variety of methods used to publicise the civic contribution in College - **5 marks per judge**
- Innovation and creativity used in promoting your society and in specific your civic contribution activity within College - **5 marks per judge**
- Overall publicity outside of college - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publications, press cuttings, website screen shots, sample e-mails, texts, radio clips, TV clips, video etc.*

Answer only 2 of the questions in section 3 a,b,c,d.

What were the strengths of your activity, decide which of the following areas you believe were your strongest and answer only in two the following categories.

Please include number of students in your college and number of registered members in your society so numbers can be compared as a percentage of total students in your college.

Number of full time students in your institution

Number of registered members in your society

3a Finance [20 marks per judge]

- Describe the purpose of your fundraising and your goals/ targets. Elaborate on the impact your fundraising had on your target entity - **10 marks per judge**
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. **5 marks per judge**
- Outline innovation used in fundraising and sponsorship - **5 marks per judge**

3b Volunteering [20 marks per judge]

- Describe the voluntary aspect of your civic contribution and the impact of your volunteering had on your target entity. **10 marks per judge**
- Number of your members who volunteered with the target entity directly and number of hours volunteered by these members what % is this of the total number of full time students on your campus and % of your registered members - **5 marks per judge**
- Number of participants in the target entity who benefited by your volunteering. **5 marks per judge**

3c Education [20 marks per judge]

- Describe the educational aspect of your civic contribution and the impact of this on your target entity. **10 marks per judge**
- Describe the impact of this education initiative on your members and the wider campus- **5 marks per judge**
- How many of your members participated in the educational activity and how many in your target community participated directly in your educational activity - **5 marks per judge**

3d Raising Awareness/ Advocacy [20 marks per judge]

- Describe how your activity/ies raised awareness/ advocated on behalf of your target entity/ cause on and off campus. **10 marks per judge**
- Describe how you raised awareness of your involvement in that civic contribution/awareness raising on and off campus. **5 marks per judge**
- What targets/ goals did you set, how did quantify your success at reaching the targets/ goals. Elaborate on tangible evidence of this success. **5 marks per judge**

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - **5 marks per judge**

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Individual Marking Scheme

Two written references should be submitted - they can come from any source, e.g., a fellow society member, an academic, etc. and should not exceed 500 words each.

Nomination [80 marks per judge]

1. Which societies are you involved with and detail your roles and achievements? - 10 marks per judge.
2. What events have you been involved in organising and of which are you most proud? Give reasons. -10 marks per judge
3. What significant contribution do you feel you have made to your society(ies) this year? - 20 marks per judge
4. What significant contribution do you feel you have made to your society(ies) in previous year in college? - 10 marks per judge
5. What difficulties have you overcome? - 10 marks per judge
6. Give examples of how you have worked a part of a team and have motivated your team members. - 15 marks per judge
7. Why do you think your peers selected you for this award? -5 marks per judge.

Discretionary marks for overall impression [10 marks per judge]

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Fresher Marking Scheme

Two written references should be submitted - they can come from any source, e.g., a fellow society member, an academic, etc. and should not exceed 500 words each. A best fresher is a student in their first year in third level.

Nomination [80 marks per judge]

- 1 Which societies are you involved with and detail your roles and achievements? - 15 marks per judge.
- 2 What events have you been involved in organising and of which are you most proud? Give reasons. -10 marks per judge
- 3 What significant contribution do you feel you have made to your society(ies) this year? - 20 marks per judge
- 4 What difficulties have you overcome? - 10 marks per judge
- 5 Give examples of how you have worked a part of a team and have motivated your team members. - 15 marks per judge
- 6 Why do you think your peers selected you for this award? -10 marks per judge.

Discretionary marks for overall impression [10 marks per judge]

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Poster Marking Scheme

Posters will be judged on the basis of information, impact and originality, style and artistic impression. All posters must be designed by a member/s of the society and not a professional company.

1. Visual Impact – 25 marks per judge.
2. Informational – 25 marks per judge.
3. Originality – 25 marks per judge.
4. Content/purpose – 25 marks per judge.

TOTAL: 100 marks per judge

Best Online Presence Marking Scheme

The Best Online presence will be judged under the following headings and order:

This will include the societies' own purpose built website, plus all other on line presence eg face book twitter etc.

1. Quality and accuracy of the information delivered by the society on line. Use of the web as a communication medium to impart useful society (or other) information - 20 marks per judge
2. Use of graphics and design features in the creation of an attractive web presence - 15 marks per judge
3. Clear navigation structure and good categorisation of information - 15 marks per judge
 - a. How close is the web used to the central running of the society and how does it improve their communication? 15 marks per judge
 - b. Inclusion of any novel, ground breaking, impressive features, modules & tools that push the boundaries of the way the web is used - 10 marks per judge
 - c. Level of student effort/work by the webmaster/ committee in using the web - 10 marks per judge
4. Does the web support the existence of an active user community? - 10 marks per judge
5. Scope of the society's online audience - 5 marks per judge

TOTAL: 100 marks per judge

Awards Time Table

Monday 18th April

2.00pm Closing Date for online application form

Wednesday 20^h April

2.00pm Deadline for submission of Portfolios to Galway Bay Hotel

Thursday 21st April

- Registration from 10.30am at main desk, collect your lunch voucher. You can register at any time before your interview. Fill out your PR form this includes your hometown, details on local papers and the course you are studying.
- 11.00am Nominees Introductory Talk and Welcome (Arus Ui Cathaill Lecture Theatre)
- 12.00pm – 2.00pm Hot Lunch for Nominees collect your tickets on registration.
- Chill-out Zone with light refreshments in the View 1.30pm – 3pm. Additional relaxation area in The Hub and the Green Balcony.
- 12.30pm - 3pm. Interviews will take place in various rooms in Áras na Mac Léinn. See signs or ask BICS staff for details. Be at your designated interview room 5 minutes before your allotted slot. Each college must select a BICS coordinator who will report to the main desk and be responsible for their own nominees attendance at the interviews and will be the contact point with BICS staff in the case of any emergency.

Panel 1: Bailey Allen Hall

Panel 2: The Space

Panel 3: Meeting Room 1

Panel 4: Meeting Room 2

Panel 5: Large Acoustic Room

Panel 6: Small Acoustic Room

Panel 7: Art Room

Panel 8: Health Promotion Room

Panel 9: Bank of Ireland Theatre

Panel 10: Bank of Ireland Theatre 2

Panel 11: The Stage

Panel 12: The Cube

Panel 13: 1st floor Office

Panel 14: ALIVE Office

- Shuttle Bus departs on the half hour from 2pm – 4pm for Nominees to Galway Bay Hotel.
- 4.30 pm – 6.00pm Nominees' presentations to their peers
 - *Both large and small colleges together.*
 - Best Society: Ballyvaughan Suite
 - Most Improved Society: Inishmaan Suite
 - Best Event: Inishturk Suite
 - Best New Society: Inishmore Suite
 - Best Civic Contribution: Inisheer Suite
 - Best Individual & Best Fresher informal session: The Library

Nominees in the other categories are welcome to attend a session of their choice.

- 7.00 pm – Champagne Reception with Chocolate Fountain Lobby Galway Bay Hotel.
- 7.30pm Awards Ball and Banquet (Lettermore Suite)
Dinner
Award Ceremony
Photo Opportunity & DJ (each participating college will be called for group photos)
Live Band

Feed Back

Please take the time to fill out our BICS awards feedback survey which is on the BICS website www.bics.ie and be in with a chance to win a prize. Your thoughts and ideas are invaluable to us.



1. Bailey Allen Hall
2. The Space 1st floor
3. Meeting Room 1 1st floor
4. Meeting Room 2 1st floor
5. Large Acoustic Room
6. Small Acoustic Room
7. Health Promotion Room
8. ALIVE Office
9. The Cube
10. The Stage
11. 1st floor Office
12. Art Room 1st floor
13. The View
14. The Hub
15. College Bar
16. Arus ui Cathaill Lecture Theatre
17. Bank of Ireland Theatre
18. Bank of Ireland Theatre 2