**A picture containing text

Description automatically generatedGEO AWARDS   
DRAFT SUBMISSION TEMPLATE**

This draft submission template provides you with a preview of the questions that will be asked and the materials required in the online [GEO Awards application form](https://www.globalequity.org/awards/apply-form)**.**

We recommend that you use this document to create a final draft of your submission before entering it into the online form.

|  |
| --- |
| **ONLY APPLICATIONS SUBMITTED VIA THE WEBSITE WILL BE ACCEPTED**  Visit the GEO website to apply and to view the award application deadline: **globalequity.org/awards/apply** |

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**IMPORTANT SUBMISSION INFORMATION**

This draft submission template has been created for you to draft your proposal submission responses offline and have them ready for copy/paste when you are ready to submit your award proposal.

We highly recommend either using this template or some other format to capture your submission responses prior to entering them online to avoid any loss of data during the process.

Please select the categories for which you would like to submit information. For each category you select you will have to provide responses specific to that category.

If you have made significant changes to an existing plan that you would like the Judges to consider as part of your awards submission, please highlight or explain how the submitted plan has been affected or adjusted, especially in relation to the impact of global events (for example, COVID-19, Natural Disasters, Economic Challenges, Brexit, Furloughs, Work From Home, Diversity & Inclusion, Equal Pay, etc.) within your responses.

We require a high-resolution logo of the Corporate Issuer for whom the award is being submitted. This is to ensure we have a high-quality logo for use if the proposal submitted wins an award.

Recognizing that there are usually many parties involved in an award-winning effort, a member of the GEO team will contact the Issuer Company representative identified in each proposal to confirm all parties deserving of recognition for an award submission have been identified.

**Attachments**

You will have the ability to attach any supporting documents via the online application. If you encounter problems loading the file, please contact [Kate Scorer](mailto:kate.scorer@globalequity.org).

**Logo – Both High and Low Resolution**

We require both high (.eps or .ai) and low (.gif, .jpg or .png) resolution formats of your logo to be uploaded at the time of your submission. This is to ensure that we have a good-quality logo to use for printing/display purposes should your submission win an award.

**ONLINE APPLICATION FORM QUESTIONS**

|  |
| --- |
| **IMPORTANT!** Use this document as a template to complete your GEO proposal offline then copy/paste into the online awards submission tool on the GEO website at [**globalequity.org/awards/apply-form**](https://www.globalequity.org/awards/apply-form). |

**ABOUT THE PERSON SUBMITTING THIS APPLICATION**

**First name\***

**Click or tap here to enter text.**

**Last name\***

**Click or tap here to enter text.**

**Submitter company name\***

**Click or tap here to enter text.**

**Email address\***

**Click or tap here to enter text.**

***(e.g. john@example.com)***

**Contact number\***

Click or tap here to enter text.

**Please indicate your affiliation with the nominated company\***

Authorized representative of applying company

Third-party service provider nominating a company

**If you are a third-party service provider nominating a company, please briefly describe above why you are nominating this company.**

Comments

Click or tap here to enter text.

**Has the issuer been notified of, reviewed and approved this submission?**

Yes

No

Not Applicable

**ABOUT THE NOMINATED COMPANY  
Click or tap here to enter text.**

**Nominated company name\***

Click or tap here to enter text.

**DETAILS OF NOMINATED COMPANY'S PRIMARY CONTACT IN RELATION TO THIS AWARD SUBMISSION**

**First name\***

Click or tap here to enter text.

**Last name\***

Click or tap here to enter text.

**Email address \***

Click or tap here to enter text.

*(e.g. john@example.com)*

**Contact number\***

Click or tap here to enter text.

**ABOUT THE NOMINATED COMPANY**

**Country where nominated company is headquartered\***

Australia

Austria

Belgium

Canada

Denmark

European Union

Finland

France

Germany

Greater China

Hong Kong

India

Ireland

Israel

Japan

Netherlands

Norway

Russia

Singapore

South Africa

Spain

Sweden

Switzerland

UAE

UK and Channel Islands

USA

Vietnam

Other – please detail

**Please provide a brief company overview\* *(limited to 2,500 characters)***

Click or tap here to enter text.

**Describe your company’s culture and commitment to employee ownership \* *(limited to 2,500 characters)***

Click or tap here to enter text.

**Number of countries in which nominated company is doing business (answer must be more than one to be eligible for a GEO Award)\***

Click or tap here to enter text.

**Number of countries where equity is offered (answer must be more than one to be eligible for a GEO Award)\***

Click or tap here to enter text.

**Total number of employees globally at nominated company as at 1 January\***

Click or tap here to enter text.

**Number of employees globally who are eligible for equity\***

Click or tap here to enter text.

**Is the nominated company private or public?\***

Click or tap here to enter text.

**List the stock exchange where its stock is traded**

Click or tap here to enter text.

**Please upload a high-resolution version of your corporate logo\* (format: .eps, .ai or .svg)**

[Upload button]

**Please upload a low-resolution version of your corporate logo\* (format: .png or .jpg)**

[Upload button]

**ABOUT THE PLAN/PROGRAM**

**Name of plan/program submitted for award consideration\***

Click or tap here to enter text.

**How many countries have eligible participants in the plan/program \***

Click or tap here to enter text.

**Number of employees eligible to participate in plan/program?\***

Click or tap here to enter text.

**Number of employees participating in plan/program?\***

Click or tap here to enter text.

**Type of plan/program (select all that apply)\***

Cash deferral

Choice plans

Discount shares

Employee stock purchase plans (ESPP)

Equity deferral

Executive plans

Non-qualified plans

Performance cash

Performance shares

Restricted shares

Save as you earn (SAYE)

Share incentive plans (SIP)

Stock appreciation rights (SAR)

Stock options

Other – please detail

**Please provide any additional information about your award submission not already provided above (if necessary)**

Click or tap here to enter text.

**THE GEO AWARDS CATEGORIES**

Please check the box for ALL CATEGORIES for which you are applying. There are award-specific questions that you will need to answer for each of the categories you select below.

[Best Plan Effectiveness](#_Best_Plan_Effectiveness)

[Best in Financial Education](#_Best_in_Financial)

[Best Use of Technology](#_Best_Use_of)

[Most Innovative Plan Design](#_Most_Innovative_and)

[Best Use of Employee Share Plans in a Corporate Action](#_Best_Use_of_1)

[Best Plan Communication](#_Best_Plan_Communication)

[Most Creative Solution](#_Most_Creative_Solution)

[Best Use of a Share Plan in an Emerging Market](#_Best_Use_of_3)

[Best Use of a Share Plan in a Private Company](#_Best_Use_of_4)

Best in Executive Compensation

**GEO AWARDS CATEGORY APPLICATIONS**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

## **BEST PLAN EFFECTIVENESS**

**Award Criteria**

Share plans help companies achieve their corporate mission and goals. This award category is to highlight companies that have spent time and energy developing share plans that work well towards meeting key corporate objectives. The criteria for this category are based on the assessment of plan participation and other ways of involving employees in the successful operation of the company. An essential component of assessing effectiveness is a clear statement of the goals of the plan in addition to a demonstrated measurement technique to gauge progress in achieving those goals.

**Please describe your plan and its key objectives\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please describe how the company defines and measures "effectiveness"?\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this share plan is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **BEST IN FINANCIAL EDUCATION**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

There is an increasing awareness among companies that their responsibility to plan participants extends beyond the implementation of a share plan. Providing adequate financial education to participants is seen as one of the key features of successful global stock plans. The award for Best in Financial Education is granted to companies who have implemented a financial education program that best meets the challenge of providing independent and objective information to employees without infringing on compliance or other regulatory constraints.

**Please describe the financial education program submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please describe the desired outcomes of the program and how progress to those outcomes is measured\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why your financial education program is representative of a GEO Award winning effort\* *(limited to 4,000 characters****)*

Click or tap here to enter text.

## **BEST USE OF TECHNOLOGY**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

The best designed and communicated global share plans can be prohibitively expensive and time consuming if not properly managed and operated. The use of paper/print confirmation, enrollment, account management forms and communication materials inherently slows the implementation and management of these plans. Corporate stock plan departments have thus found websites, intranets, electronic tools and other virtual technologies invaluable and cost effective in managing, communicating, and administering global share plans. The Best Use of Technology award is granted to companies that develop and/or implement innovative, appropriate, and comprehensive technological solutions to share plan administration, communication, and internal project management.

**Please describe the technology solution being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please describe the impact of this solution on plan participants, corporate operations, or other stakeholder groups\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this technology solution is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **MOST INNOVATIVE PLAN DESIGN**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

Share plans can be created to meet a multitude of corporate objectives which must be balanced with the legal, regulatory, and tax issues, both in the headquarters country as well as in other jurisdictions. An equally important challenge is to create a global plan that maintains the core corporate philosophy while adapting to local cultural concerns. This award category allows applicants to demonstrate how creative they are in working around potential stumbling blocks in developing and implementing global share plans. Measurements in this category include how well the plan was creatively adapted to local tax and regulatory laws, innovative ways to increase employee participation and excitement and how the plan differs from competitors or industry norms.

**Please describe your plan and its key objectives\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please indicate why this plan should be considered 'innovative' or 'creative'\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this share plan is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **BEST USE OF EMPLOYEE SHARE PLANS IN A CORPORATE ACTION**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

Share plan programs are increasingly viewed as a strategic tool in preparing for and executing mergers, acquisitions, reorganization or divestitures. This award recognizes excellence in the use of share plans in support of specific objectives furthering a corporate action. Measurements include fair or enhanced treatment for impacted participants, effective communication of implications to share plan participants, and demonstrated commitment to share plans after the conclusion of the corporate action. Qualified corporate actions include mergers, acquisitions, restructuring, divestitures and similar actions.

**Please describe the share plan being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please indicate the desired outcomes of this plan within the context of the corporate action\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this share plan is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **BEST PLAN COMMUNICATION**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

An effective communication program is key to the success of any share plan program. Operating these plans globally present unique geographic, linguistic, and cultural challenges that complicate even the best communication programs. This award category looks for the most effective and appropriate communication methods and materials used in plan communications, including written, internet/web-based and virtual communication methods including video technology, regardless of where a plan is offered. Judges will consider a company’s size and number of participants to whom the company must communicate with regarding their share plans. Awards are not based on the amount of money spent on a communications program—rather they are based on content, coherency, and style of the message delivered, including the cohesiveness of the media employed to accomplish the organization’s defined goals. Note that in previous years, the awards process considered video technology as a separate awards category, however, due to the fact that video media is commonly deployed as part of a comprehensive campaign, all communication mechanisms will be considered within the Best Plan Communication category.

**Please describe the communications program being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please describe the desired outcomes of the program and how progress to those outcomes is measured\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this communications program is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **MOST CREATIVE SOLUTION**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

Companies regularly face challenges - whether a result of complex plan design or extension of a plan globally- in their share plans. This award allows applicants to demonstrate how creative they are in the design and administration of their share plans while still maintaining a high level of service to plan participants. The Most Creative Solution award is granted to companies who have implemented proven, effective, and innovative solutions that solve a company’s needs and reduce workload and scale processes. Awards in this category are granted to companies who offer premier solutions to unique challenges and set new industry standards.

**Please describe the plan and the solution being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please indicate how these creative solutions have reduced workloads, scaled processes and/or fostered engagement with participants\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this solution is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **BEST USE OF A SHARE PLAN IN AN EMERGING MARKET**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

The challenges of spreading share plan wealth globally can be particularly complex in emerging markets. Developing legislation, introducing share plans to an unfamiliar population and/or dealing with complex governance structures are a few among a myriad of challenges in a developing economy. This award category is designed to highlight companies that have developed and successfully deployed a global share plan program, including or focused on an emerging market. Successful candidates in this category will demonstrate the ability to address particular economic, social, political or even religious challenges faced in deploying in a developing economy. The winning company will address and even incorporate these aspects in their plan to be successful for their company and their employees. We recognize that measuring success may be different than what we have defined historically.

**Please describe the share plan being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please indicate the challenges faced and how you measured success with this program\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this share plan is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **BEST USE OF A SHARE PLAN IN A PRIVATE COMPANY**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

Share plans help companies achieve their corporate mission and goals. This award category highlights private companies that have spent time and energy developing share plans that support the achievement of key corporate objectives while remaining a privately-held company. The criteria for this category are based on the assessment of effective private company plan design, overall participation and other unique ways of involving employees in the successful operation of the company. An essential component of assessing share plan excellence in the private company environment is a clear statement of the goals of the plan in addition to a demonstrated measurement technique to gauge progress in achieving those goals.

**Please describe the share plan being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please describe the desired outcomes of the program and how progress to those outcomes is measured\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this share plan is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

## **BEST IN EXECUTIVE COMPENSATION**

**Important note:** The following questions pertain specifically to the plan submitted in the **ABOUT THE PLAN/PROGRAM** section. If you are making submissions for multiple plans, each plan must be submitted via a separate application.

**Award Criteria**

Outstanding executive and board-level compensation strategies play a pivotal role in retaining, attracting, and nurturing top-tier leadership talent, all while nurturing growth and innovation to drive an organization toward its strategic vision. This prestigious award recognizes companies that invest substantially in the art of designing executive compensation plans that seamlessly align with their corporate mission, incorporate effective performance metrics (such as ESG), and make significant contributions to core corporate objectives. Assessment criteria include the depth of alignment between these compensation plans and the overarching strategic course of the company, the fostering of active engagement and steadfast commitment among executives, and the presentation of well-established, resilient measurement techniques designed to monitor and substantiate progress toward defined objectives.

**Please describe the share plan being submitted for award consideration\* *(limited to 7,500 characters)***

Click or tap here to enter text.

**Please describe the desired outcomes of the program and how progress to those outcomes is measured\* *(limited to 3,000 characters)***

Click or tap here to enter text.

**Please indicate why this share plan is deserving of a GEO Award in this category\* *(limited to 4,000 characters)***

Click or tap here to enter text.

**SUPPORTING DOCUMENTATION**

**Please use this link to upload any and all materials in support of this submission (all file types accepted)**

*[Upload button]*

*+*

*+*

*+*

Note: Supplemental materials will only be used by the GEO Award Judges for evaluating award submissions and will not be used for any other purposes. All GEO Award Judges sign an NDA prior to review of submission materials.

**WINNING SUBMISSION RECOGNITION**

**Will there will be someone in attendance at the Awards Dinner to accept the award?\***

**Yes – please detail below**

**No**

|  |  |
| --- | --- |
| **Name\*** | **Company name** |
| Click or tap here to enter text. | Click or tap here to enter text. |

+

+

+

**Which firms should be formally recognized?**

List all service provider/advisor supporting firms of the submitted plan that should be formally recognized at the event and in print publications if this submission is selected as a GEO Award winner. Exclusion of this information could result in disqualification during the selection process.

**Accountant(s) - if none, enter "None"\***

Click or tap here to enter text.

**Technology platform providers - if none, enter "None"\***

Click or tap here to enter text.

**Attorney(s) - if none, enter "None"\***

Click or tap here to enter text.

**Broker(s) - if none, enter "None"\***

Click or tap here to enter text.

**Communications consultant(s) - if none, enter "None"\***

Click or tap here to enter text.

**Plan design consultant(s) - if none, enter "None"\***

Click or tap here to enter text.

**Tax advisor(s) - if none, enter "None"\***

Click or tap here to enter text.

**Other(s)**

Click or tap here to enter text.

**All winners are presented with a crystal trophy at the GEO Awards ceremony for photo purposes and digital assets for use on your website, social media and email signatures.**

**Please indicate whether you would also like to receive a physical trophy\***

I am happy to receive digital assets only to help save the environment and my baggage allowance

I would like to receive a physical trophy at the GEO Awards ceremony\*

The trophy will be collected by the following nominated person at the GEO Awards ceremony

Click or tap here to enter text.

\* I understand that this trophy may differ from the one presented to me at the GEO Awards gala and that it is my responsibility to organize the transportation of this trophy from the ceremony to my desired location, at my own expense. Any trophies not collected will be destroyed following the ceremony.

**I agree to participate in GEO’s excellence program:\***

If I am a GEO Awards winner, I understand I will be encouraged to participate in a GEO’s Excellence in Global Share Plans program, which may include a Q&A session at the annual conference, webcasts and articles. Are you happy to be approached to participate in this program?

Yes

No

Unsure

**THANK YOU FOR COMPLETING OUR FORM – WE WISH YOU THE BEST OF LUCK!**