**GEO Awards   
Practice Submission Template**

**This practice submission template provides you with a preview of the questions that will be asked and the materials that are required in the electronic online submission form. Completing a draft of your submission using this template is voluntary and not a required step in the submission process.**

|  |
| --- |
| **IMPORTANT!** All submissions must be made electronically via the [GEO website](https://geoawards.globalequity.org/geoawardprocess) at[**https://geoawards.globalequity.org/geoawardprocess**](https://geoawards.globalequity.org/geoawardprocess).  Visit the [**awards section of the website**](https://geoawards.globalequity.org/geoawardprocess) for the application closing date. |

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IMPORTANT SUBMISSION INFORMATION

This practice submission template has been added for your convenience! Now, you can draft your proposal submission responses offline and have them ready for copy/paste when you are ready to submit your award proposal. This should help make things easier for both drafting purposes and, if you wish, to make multiple awards submissions. 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.

Also, for your convenience, we have added the ability to select up front 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 have increased the maximum allowable characters of various questions to permit additional explanation of these factors.

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 in printing and website in the event that the proposal submitted wins an award.

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

## **How this Template is Organized**

In addition to this welcome page, you should see an additional 12 sections (as follows):

[**Required for ALL SUBMISSIONS (Questions 1-22)**](#_Required_for_ALL) *(questions 1-22)*

**Question #22** will ask you to pick a category under which to submit the proposal.

[**10 Award Category sections**](#_Awards_Categories) - based on your answer to Question #22, you will be asked to complete the respective questions for that award category only.

[Best Plan Effectiveness](#_Best_Plan_Effectiveness) *(Questions 23-25)*

[Best in Financial Education](#_Best_in_Financial) *(Questions 26-28)*

[Best Use of Technology](#_Best_Use_of) *(Questions 29-31)*

[Most Innovative Plan Design](#_Most_Innovative_and) *(Questions 32-34)*

[Best Use of Employee Share Plans in a Corporate Action](#_Best_Use_of_1) *(Questions 35-37)*

[Best Plan Communication](#_Best_Plan_Communication) *(Questions 38-40)*

[Most Creative Solution](#_Most_Creative_Solution) *(Questions 41-43)*

[Best Use of a Share Plan in an Emerging Market](#_Best_Use_of_3) *(Questions 44-46)*

[Best Use of a Share Plan in a Private Company](#_Best_Use_of_4) *(Questions 47-49)*

[Best Use of a Share Plan in Support of Corporate Social Responsibility (CSR)](#_Best_Use_of_5) *(Questions 50-52)*

[***Required for ALL SUBMISSIONS***](#_Required_for_ALL_1) *(Questions 53-72)*

**Attachments**

You will have the ability to attach any supporting documents via the online application (question #58). If you plan to submit multiple supporting documents, you will need to create a single .zip file and upload that .zip file. If you encounter problems loading the file - complete your submission, then contact Pam Stetson to make arrangements to deliver the file in another fashion ([pam.stetson@globalequity.org](mailto:pam.stetson@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. We are requiring a high-resolution logo to be submitted at the time of application submission. This is to ensure that we have a good quality logo to use for printing if your submission is to win an award.

REQUIRED FOR **ALL SUBMISSIONS** (QUESTIONS 1-22)

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

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.

1. If you are a third-party service provider nominating a company on behalf of an issuing firm, has the issuer been notified of, reviewed and approved this submission?

Yes

No

Not Applicable

1. Name of nominated company**\***

Click or tap here to enter text.

1. Name of nominated company's primary contact in relation to this award submission**\***

Click or tap here to enter text.

1. Email address of nominated company's primary contact in relation to this award submission**\***

Click or tap here to enter text.

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

1. Address of nominated company's primary contact in relation to this award submission**\***

Click or tap here to enter text.

1. Phone number of nominated company's primary contact in relation to this award submission**\***

Click or tap here to enter text.

1. Who from the nominated company will be in attendance at the Awards Dinner to accept the award?**\***

Click or tap here to enter text.

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

Click or tap here to enter text.

1. Provide a brief overview of your company**\*** *(limited to 2,500 characters)*

Click or tap here to enter text.

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

Click or tap here to enter text.

1. 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.

1. 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.

1. Total number of employees globally at nominated company as of 1 January 2022**\***

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

1. List the stock exchange where their stock is traded

Click or tap here to enter text.

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

Click or tap here to enter text.

1. How many countries have eligible participants in the plan/program submitted for award consideration**\***

Click or tap here to enter text.

1. Number of employees eligible to participate in plan/program submitted for award consideration**\***

Click or tap here to enter text.

1. Number of employees participating in plan/program submitted for award consideration**\***

Click or tap here to enter text.

1. **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) *(Questions 23-25)*

[Best in Financial Education](#_Best_in_Financial) *(Questions 26-28)*

[Best Use of Technology](#_Best_Use_of) *(Questions 29-31)*

[Most Innovative Plan Design](#_Most_Innovative_and) *(Questions 32-34)*

[Best Use of Employee Share Plans in a Corporate Action](#_Best_Use_of_1) *(Questions 35-37)*

[Best Plan Communication](#_Best_Plan_Communication) *(Questions 38-40)*

[Most Creative Solution](#_Most_Creative_Solution) *(Questions 41-43)*

[Best Use of a Share Plan in an Emerging Market](#_Best_Use_of_3) *(Questions 44-46)*

[Best Use of a Share Plan in a Private Company](#_Best_Use_of_4) *(Questions 47-49)*

[Best Use of a Share Plan in Support of Corporate Social Responsibility (CSR)](#_Best_Use_of_5) *(Questions 50-52)*

I am applying for another category for this same company but will complete and submit another separate application

**Important Note:** The following questions (23 – 72) pertain specifically to the plan submitted on question number 18. If you are making submissions for multiple plans, each plan must be submitted on a separate application.

AWARDS CATEGORIES

## 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.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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

**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.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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

**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.

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

Click or tap here to enter text.

1. 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.

1. 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 Support of Corporate Social Responsibility (CSR)

**Award Criteria**

Corporate responsibility has become a frequently discussed topic in many boardrooms. Companies are looking to share plan programs to reinforce areas such as ethical behavior, social responsibility, and sustainability. This award category is designed to honor companies that have successfully designed and implemented an equity-based plan that supports the company’s objectives in areas such as sustainability, emphasis of a specific CSR objective, facilitation of a culture change, focus on diversity and/or equality, or other corporate social responsibility targets. The criteria for this category are based on an assessment of the strategic alignment of the share plan goals with the company’s CSR objectives, plan participation and other ways of involving employees in a successful culture change.

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

Click or tap here to enter text.

1. 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.

1. 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.

# REQUIRED FOR **ALL SUBMISSIONS** (QUESTIONS 53-72)

|  |
| --- |
| **IMPORTANT!** Complete the final portions of the application. Note that you will need to upload any attachments in a .zip file format and include a high-resolution logo with each submission. |

1. Person Submitting Application - Name

First Name**\***

Click or tap here to enter text.

Last Name**\***

Click or tap here to enter text.

1. Person Submitting Application - Company Name**\***

Click or tap here to enter text.

1. Person Submitting Application - Email Address**\***

Click or tap here to enter text.

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

1. Person Submitting Application - Address**\***

Click or tap here to enter text.

1. Person Submitting Application - Phone Number**\***

Click or tap here to enter text.

1. Please use this link to upload any material in support of this submission:

*By using this link, you are limited to uploading a single file (200MB max). To upload multiple files, please include them in one .zip file and upload it here. Large files may take several minutes to upload.*

*If you encounter any file size limitations with the upload process, please contact Pam Stetson at* [*pam.stetson@globalequity.org*](mailto:pam.stetson@globalequity.org) *after you have completed the submission process to make arrangements for delivery of your electronic materials.*

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.

1. Please use this link to upload the nominated company's logo in a high-resolution vector art file format (.eps or .ai format):**\***

*By using this link, you are limited to uploading a single file (200MB max). To upload multiple files, please include them in one .zip file and upload it here. Large files may take several minutes to upload. If you encounter any file size limitations with the upload process, please contact Pam Stetson at pam.stetson@globalequity.org after you have completed the submission process to make arrangements for delivery of your electronic materials.*

Please use this link to upload the nominated company's logo in a low resolution art file format (.gif, .jpg or .png format):**\***

1. Will you be mailing supplemental material in support of this application?**\***

Yes

No

If so, please send any supplemental material to the address below. Mailed materials must be received by the application deadline for consideration. The deadline can be found on the [**GEO Website**](https://geoawards.globalequity.org/geoawardprocess).

**Pam Stetson**

**Global Equity Organization**

**10436 Lightner Bridge Drive**

**Tampa, FL 33626 US**

**Phone: +1 (714) 630-2908, Ext. 102**

**USA**

1. If my company were to win a GEO Award, we will be presented with a crystal trophy during the awards ceremony in Chicago, Illinois.**\***

I agree it is my company’s responsibility to organize the transportation of this trophy from the ceremony to my company’s desired home address, at our own expense.

1. GEO Awards Winner Q & A:**\***

As a GEO Awards applicant, I understand I will be encouraged to participate in a GEO Awards Winner Q & A session at the annual conference.

**Plan/Program Recognition**

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.

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

Click or tap here to enter text.

1. Record-keeping System - if none, enter "None"**\***

Click or tap here to enter text.

1. Provider(s) - if none, enter "None"**\***

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

1. Communications Consultant(s) - if none, enter "None"**\***

Click or tap here to enter text.

1. Plan Design Consultant(s) - if none, enter "None"**\***

Click or tap here to enter text.

1. Tax Advisor(s) - if none, enter "None"**\***

Click or tap here to enter text.

1. Other(s)

Click or tap here to enter text.

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

Click or tap here to enter text.

A picture containing application

Description automatically generated