

the EA institute

APAC ADMIN AWARDS



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institute



CORPORATE
TRAVELLER™

NOMINATION PROCESS

Recognising exceptional talent starts with a simple nomination.

We're looking for nominees who not only excel in their roles but also make a meaningful contribution to their team or organisation. Finalists will be evaluated based on how well their nomination aligns with the selected category and the strength of the supporting information provided.

You can nominate a colleague, team member, or yourself. We've kept the process straightforward and respectful of your time, while making sure we gather the right information to honour each nominee properly.

Step 1: Nomination

Anyone can submit a nomination, including self-nominations. You'll be asked to share why the nominee deserves to be recognised, along with a few basic details about them and yourself.

Step 2: Finalist Submission

Shortlisted nominees will be invited to complete a second step so our judges can get a fuller picture of their contribution and impact.

This includes:

Answering 2 to 3 short reflective questions

Submitting a short professional bio

Providing a testimonial from a colleague

(Optional) Sharing supporting evidence, like performance highlights or stakeholder feedback

This extra step ensures each finalist is considered thoughtfully and celebrated with the depth they deserve.

CATEGORIES AND CRITERIA



EA of the Year

- Demonstrated leadership and influence in role
- Strategic partnership and business contribution
- Consistent high performance and outcomes
- Broader impact within team or organisation



Leadership Excellence Award

- Leading self and others with initiative and integrity
- Ability to inspire, influence, and uplift others
- Embeds leadership behaviours in day-to-day work
- Drives positive change or growth in the workplace



Strategic Partnership of the Year

- Deep alignment and trust with executive
- Proactive decision-making and strategic support
- Involvement in business priorities beyond admin tasks
- Demonstrated impact on leadership outcomes



Lifetime Achievement Award

- Length of service and consistent excellence
- Legacy of mentorship, growth, and leadership
- Enduring impact on teams, culture, or profession
- Embodiment of professionalism and integrity



Project Excellence Award

- Scope, scale, or complexity of the project
- Role the EA played in planning, execution, and delivery
- Results or outcomes achieved
- Innovation and stakeholder collaboration



Excellence in Digital Enablement

- Effective use of tech, tools, or AI
- Improvements to workflows, systems, or efficiencies
- Supporting digital adoption across team/org
- Innovation and initiative in applying digital solutions



Event Management Excellence Award

- Planning, execution, and stakeholder management
- Attention to detail, problem-solving under pressure
- Creativity and alignment with business goals
- Feedback or measurable outcomes



Excellence in Travel Management

- Complexity of travel coordination handled
- Proactivity, foresight, and contingency planning
- Smooth execution and traveller experience
- Cost-effectiveness and attention to detail



Outstanding Contribution to Team Success

- Collaboration and behind-the-scenes support
- Positive impact on team culture or performance
- Initiative taken to support team outcomes
- Examples of being a 'glue' in the team



EA Advocate of the Year

- Actively uplifts the admin profession
- Influence within the EA community
- Contribution to advancing the value of the EA role
- Demonstrated commitment to others' growth



Rising Star Award

- Growth and development trajectory
- Initiative and eagerness to learn
- Quick adaptation and contribution in role
- Potential for future leadership



First Impressions Excellence Award

- Professionalism, warmth, and representation of brand
- Ability to create a welcoming environment
- Consistent delivery under pressure or in volume
- Going above and beyond core responsibilities