World Workplace Asia
Best FM Awards
2020

Participation Manual

WWA Student Awards 2020

Organized By

IFMA Singapore Chapter
International Facility Management Association (IFMA)

Founded in 1980, IFMA is the world’s largest and most widely recognized international association for facility management professionals, supporting 23,000 members in over 100 countries. The association's members, represented in 142 chapters and 16 councils worldwide, manage more than 78 billion square feet of property and annually purchase more than US$526 billion in products and services. Its mission is to advance the professional discipline of facility management worldwide.

IFMA Singapore was formed in 2001.

About World Workplace Asia (WWA) Best FM Awards 2020

The inaugural WWA Best FM Awards 2020 recognizes those at the forefront and have made positive contributions to the knowledge, practical applications and communication of strategies to improve sustainable performance within the Facility Management sector.

Benchmarked as the industry leading awards for Asia, the awards seek to develop excellence across the FM sectors and beyond. The overall success of the program can be attributed to recognizing and reaffirming the project excellence delivered by the respective winning organisation as a Winner of WWA Best FM Award of the Year. This is a testament of achievement and recognition to the great work carried out by the winning organisation.

The 8 Award Categories:

- WWA Best FM Service Provider 2020
- WWA Best FM Building Owner/Facility Occupier 2020
- WWA Best FM Training Institution 2020
- WWA Best FM Technology Partner 2020
- WWA Best FM Environment, Health & Safety Award 2020
- WWA Outstanding FM Professional 2020
- WWA Outstanding Young FM Professional 2020
- WWA Student Awards 2020
Benefits of Participation

Why should you participate in the awards?

- **International Recognition**
  The FM Awards is an exclusive platform that brings you recognition on a national scale for your achievements in Asia and beyond.

- **Industry Recognition & Endorsement**
  Receive a winner’s plaque and industry endorsement by IFMA Singapore Chapter as a leader of the FM industry in Asia.

- **Benchmarking**
  Entering the awards will allow you to see how you rank against your peers and competitors.

- **Media Coverage & Publicity**
  Access unrivalled media coverage and promotion as the winner of Asia Most Prestigious FM Awards.

- **Customers Approval & Acknowledgment**
  Drive businesses to further heights and catch the attention of potential clients as a winner of the awards. Use the Winner’s Award Logo for your future publicity and marketing materials.

- **Networking**
  Attendees of our awards programmes are industry leaders. This is an excellent opportunity to meet clients and potential clients.

- **Entry-Based Judging**
  Your submissions will be assessed and judged against the judging criteria by an independent panel of industry experts. All categories are judged entry-by-entry basis. These levels the playing field as each category is judged on the entries rather than the size of the company. Smaller companies have a real chance of competing with industry giants.
Judging Process

An independent panel of judges who are prominent industry experts, representing the facility management industry, will determine the winners through a balanced judging assessment. The judges will bring their extensive knowledge and expertise to the judging process to ensure that the winning entries are truly outstanding and worthy of receiving the prestigious WWA FM Award.

The panel is carefully selected to ensure the awards judging process is fair and objective. We recognize and respect the sensitive nature of the information submitted in the entries. Submissions are all confidential and not disclosed outside the judging process.

The judge's decision is final and no correspondence, telephone, email or communication of any kind will be entered into in relation to decisions reached. After the closing date for receiving submissions, all entries will be sent for the first round of review. Entries will be carefully scrutinised with the best selected to go forward to the shortlist for each category.

The shortlist of finalists will be published on the awards' website. The judges will score each of the entries allocated to them against a predetermined set of scores. Scores are then collected and collated, with the entrant receiving the highest overall score being declared the winner of that category.

The winners will be announced at the awards ceremony at the gala dinner on 8 April 2020 at Marina Bay Sands, Singapore.
**WWA Student Awards 2020**

This award recognises tertiary students who are able to contribute to the FM industry in Asia. It provides a platform for them to submit ideas pertaining to the brief below. Surbana Jurong – SMM and Gaussian Robotics, proudly sponsors the award. The prizes are as follows:

<table>
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<tr>
<th>Prize</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1st Prize</td>
<td>$4,000</td>
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<tr>
<td>2nd Prize</td>
<td>$3,000</td>
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<tr>
<td>3rd Prize</td>
<td>$2,000</td>
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<tr>
<td>Most Popular Idea</td>
<td>$500</td>
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**Eligibility**

All existing tertiary students in Asia who are studying full time can form a team of 2 to 4 members to join. Please include your student admission number and name in your submission.

**Background**

Robots are working alongside the humans at workplaces now. It can be that little robot vacuum cleaner you have or the huge robot cleaner you see at schools. They can make you your coffee or serve you ice cream. In the nearby future, robots become an integral part of your work environment where they can assist you. If there is a FM robot, what can the robot do?

**Entrants need to:**

1. Propose and design a FM robot that will help a school campus to be sustainable and people centric.
2. Describe in detail how the proposed FM robot can make day-to-day working and studying comfortable. Explain also how the FM robot assists in FM processes and working staff.
3. How much would your robot cost and estimate the return on investment?
4. Submit a video of not more than 5 minutes to illustrate the above by 28th February 2020, 5pm.
5. Prepare a presentation to the judging panels if shortlisted.

**Judging Criteria & Scoring:**

The judging criteria will be based on the both written and video submissions. Assessment will be made based on the clarity and quality of the written information and video illustration. The video shall not be longer than 5 minutes. The scores are as shown below. Shortlisting for presentation will be based on the scores of first 4 criteria.

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<tr>
<th>Criteria</th>
<th>Score</th>
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<tr>
<td>1 Design &amp; Innovativeness</td>
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<td>2 Ability of proposed robot to meet desired outcomes</td>
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<td>3 Cost &amp; investment returns</td>
<td>20</td>
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<td>4 Video</td>
<td>20</td>
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<td>5 Presentation</td>
<td>10</td>
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<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
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OFFICIAL APPLICATION FORM
WWA Student Awards 2020

Full terms and conditions are enclosed.

Please submit the following information together with your application forms:-

1. Design & Innovativeness
2. Ability of proposed robot to meet desired outcomes
3. Cost & investment returns
4. Video
5. Presentation

SCHOOL DETAILS

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<th>Student Admission Number</th>
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CLOSING DATE: Monday, 2 March 2020

Please submit your completed entries (page 6-11) and supporting documents to:

EM Learning Pte Ltd
6 Tampines Street 92 #01-06/07 Singapore 528893
Tel: (65) 6958 3489 Email: karenkoh@emlearning.com.sg
1. DESIGN & INNOVATIVENESS (20% OF SCORING)

Propose and design a FM robot that will help a school campus to be sustainable and people centric.
Describe in detail how the proposed FM robot can make day-to-day working and studying comfortable. Explain also how the FM robot assists in FM processes and working staff.

Click or tap here to enter text.
OFFICIAL APPLICATION FORM
WWA Student Awards 2020

3. COST & INVESTMENT RETURNS (20% OF SCORING)

How much would your robot cost and estimate the return on investment?

Click or tap here to enter text.
4. VIDEO (20% OF SCORING)

Submit a video of not more than 5 minutes to illustrate the above by 28th February 2020, 5pm.

Enter Download Link for Video

5. PRESENTATION (10% OF SCORING)

Participants will be informed to Prepare a presentation to the judging panels if shortlisted.
CHECKLIST:

☐ Have you submitted the necessary documents?
☐ Have you included your supporting brochures, photographs, or videography?

THE TERMS & CONDITIONS

- Applicants are requested to read all Terms & Conditions carefully before submission.
- Applicants are reminded to submit the documents on time as any late submission after the deadline will not be entertained.
- All existing tertiary students in Asia who are studying full time can form a team of 2 to 4 members to join. Please include your student admission number and name in your submission.
- Organizers and supporting bodies are not eligible to participate in the WWA Best FM Awards.
- The judges’ decisions are final. No correspondence will be entertained.
- Organizers reserve the rights to change and appoint judges on the panel.
- Organizers reserve the rights to amend the Terms & Conditions without prior notice.
- Organizers reserve the rights to disqualify any entries that are found to be ineligible or misrepresented.
- Organizers will not be held liable for any loss, injury or death resulting from any of the processes of the WWA Best FM Awards.
- Entries must be submitted on Official Application Forms.
- All information provided by the participants will be kept and treated with the strictest confidence.

☐ I have read and understood the Terms and Conditions.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name and School</th>
<th>Date</th>
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