



NEW SOUTH WALES

AWARDS

FOR EXCELLENCE

2026

WEBINAR

WELCOME & INTRODUCTIONS



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General Manager

Accommodation Australia NSW

HOTEL ACHIEVEMENT AWARDS



The NSW Accommodation Australia Awards for Excellence are recognised as the most prestigious hospitality and tourism awards, honouring the achievement of excellence in a wide range of categories in the accommodation industry inclusive of community contribution, accommodation, restaurants and bars and our people.

The Awards for Excellence are open to all members of Accommodation Australia NSW who meet the nomination criteria. Many winners will also be eligible to enter the high-profile AHA National Awards in 2026.

The presentation of the Awards for Excellence would not be possible without the support of our partners and we acknowledge their invaluable, ongoing contribution to the industry.

ONE-STOP WEBSITE FOR ALL INFORMATION

This year, there will be no nomination booklet available for download — all information regarding category criteria, vouchers, tickets and more will be available on the website.

All of the categories are hyperlinked, with all of the information provided within.

www.accommodationawardsnsw.org



KEY DATES

WEBSITE AND NOMINATIONS OPEN

Friday, 6 February 2026

NOMINATIONS AND WRITTEN SUBMISSIONS DUE

Wednesday, 11 March 2026

JUDGING

16 March - 5 June 2026

FINALISTS ANNOUNCED

Wednesday, 17 June 2026

PRESENTATION CEREMONY

Thursday, 16 July 2026



INTRODUCTION

- Don't leave it until the last minute – plan your time and resources to write your submission
- Decide on the submission team
- Read the nomination website to determine which categories you plan on entering
- Who are the knowledge holders?
- Elect a project champion

PLAN YOUR TIME



HELPFUL DATES

- 11 February - 4 weeks to go
- 18 February - 3 weeks to go
- 25 February - 2 weeks to go
- 4 March - 1 week to go
- 11 March - Nominations close**
- 16 March - Judging commences

AWARD CATEGORIES



CATEGORY #	NAME	REQUIREMENTS
1 - 8	PROPERTY ACHIEVEMENT AWARDS	Written submission
9 - 24	PEOPLE AWARDS	Written submission Interview
25 - 30	EXPERIENCE AWARDS	Anonymous site inspection
31 - 38	PROPERTY AWARDS	Anonymous site inspection *100% written submission for Best New/Redeveloped Venue

PEOPLE AWARDS



****NOTE CHANGES TO
WRITTEN SUBMISSION
REQUIREMENTS FOR 2026****

Click here to download
NEW submission template

PEOPLE AWARDS

WRITTEN SUBMISSION

A one-to-two-page written submission (approx 1000 words) prepared by the HR Manager, outlining the outstanding achievements of the nominee during the official awards qualifying period.

The submission must be endorsed and signed by the nominee's Direct Manager and the Hotel General Manager.

The summary of achievements must align with the **category-specific questions**.

The submission must be accompanied by a corporate headshot photo of the nominee, uploaded separately to the portal (high-resolution JPEG file).

OPTIONAL ELEMENTS

Appendix (maximum 3 pages)



FORMAT

Use the Official Nomination Template

Title page

1 - 2 page written submission

Appendix (max 3 pages of supporting documents)

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Font: Arial, Aptos or Calibri

Font Size: 10–12

Font Colour: Black only

Headings: Bold

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Resume not required

PEOPLE AWARDS

WRITTEN SUBMISSION - ESSENTIAL ELEMENTS

The written submission must:

- Clearly outline the nominee's key achievements during the qualifying period
- Address the category-specific questions
- Include:
 - Key actions or initiatives undertaken by the nominee
 - Measurable outcomes or results achieved
 - Impact on guests, team members and/or business performance
 - Demonstration of leadership, professionalism and industry values
- Be signed by the nominee's Direct Manager and the General Manager, confirming endorsement of the submission content

Nominees will be assessed on their ability to clearly articulate and expand on the achievements outlined in the written submission during the interview stage. The person preparing the submission should ensure the nominee is familiar with its content.





PEOPLE AWARDS

INTERVIEW REQUIREMENTS

Nominees will participate in an interview as part of the judging process.

The interview is designed to **build on the written submission**, and nominees will be asked to **expand on the achievements outlined in their submission** in response to the category-specific questions.

Nominees will be assessed on their ability to clearly articulate their achievements and demonstrate excellence in their role.

ELIGIBILITY

Applicants are awarded for their performance with the nominating property during the official qualifying period only.

The nominee must be available to attend an interview via Zoom during the judging period.

Applicants must have a minimum of six (6) months' employment with the nominating property.

PEOPLE AWARDS

HOW TO MAXIMISE YOUR MARKS

Before the Interview

- Thoroughly prepare for the interview in advance.
- Review the written submission, particularly the **summary of achievements**.
- Read through the **category-specific questions** and understand how your achievements align with them.
- Be prepared to provide **additional detail, examples and outcomes** beyond what is written in the submission.
- Practice answering questions about your role, achievements and strengths, regardless of who prepared the written submission.



TIPS

Ensure you have a good connection to the internet

Log onto zoom 5 minutes early in case you have any tech issues

Change your background (if needed)

Don't not use from a mobile phone or attempt whilst traveling in a car

PEOPLE AWARDS

HOW TO MAXIMISE YOUR MARKS

During the Interview

- Relax and take your time when responding.
- Dress in professional business attire (even though the interview will be conducted via Zoom).
- Greet the judges confidently, introduce yourself and engage positively.
- Use the interview as an opportunity to be recognised for your hard work — clearly explain what you have achieved.
- Show passion, enthusiasm and pride in your role.
- Be yourself and be honest in your responses.
- Take a breath before answering or ask for a question to be repeated if needed.
- If you momentarily lose your train of thought, pause, regroup and continue.



TIP

This is not a formal job interview.

The purpose of the interview is for judges to better understand you, your achievements, and why you are excelling in your role.

EXPERIENCE & PROPERTY AWARDS

100% ANONYMOUS SITE VISIT

Entrants are advised to read the criteria and guidelines closely. Please ensure your staff are aware that your property is entering the awards and that they can expect a judge to visit the property anytime from 16 March – 5 June 2026.

Audit yourself against the category criteria. For example:

- Attention to cleanliness and hygiene
- Are all our in house marketing materials and menus well presented or do they need replacing?
- Do all the lights and other fittings work in each room?
- Does your team promote the hotel's facilities to guests?
- Are all legal notices clearly displayed?
- Does any furniture/blinds need replacing?
- Do you staff use the guest's name where applicable?
- The overall experience on the day of the visit.



JUDGING PERIOD

Judging will take place anytime
between 16 March - 5 June

EXPERIENCE & PROPERTY AWARDS

JUDGING IS ANONYMOUS

100% Site Inspection (except Best New/Redeveloped Venue*)

These categories require the property to supply judging funds to cover accommodation and/or meal costs that are associated with judging the property. This allows the judge to comfortably and anonymously make reservations and to enjoy the property to its full extent without being inhibited financially.

Refer to the nomination website for requirements for each category.

Please ensure that your voucher funds is enough to cover **ALL** services to be judged in your category:

- There is no limit to the value you put on the voucher amount, as we encourage each property to make it an amount that you feel adequately covers what will be judged, as each property will differ in pricing. This can be done through the NSW Accommodation Awards website when entering nominations by selecting 'judging funds'. The amount you indicate will be loaded onto a pre-paid Visa card to be used by the judge for payment.
- Please note: Voucher fund amounts should be inclusive of all applicable surcharges, including (but not limited to) EFTPOS fees, weekend and public holiday rates, and any other mandatory service charges.
- If the judge does not have sufficient funds, they will not be able to judge all areas of service. We encourage each venue to make a decision for an amount that you feel adequately covers what needs to be judged for the category entered.



EXPERIENCE & PROPERTY AWARDS

HOW TO MAXIMISE YOUR MARKS

PITFALLS

Site Inspections

- Operator not using guest's name
- Not promoting hotel facilities
- Lack of knowledge of local events or attractions
- Lack of communication around delays – luggage, room service, meal service
- Lack of in-house marketing on display throughout the hotel
- Delayed delivery of meals
- Specials not available
- Lack of staff attentiveness to guests or clearing of tables
- General cleanliness and presentation of rooms and public areas



TIPS

- Remind staff of awards judging period
- Ensure you have provided sufficient voucher funds
- Review your hotel standards through a customer lens

NOMINATION CLOSING DATE

5PM WEDNESDAY 11 MARCH

Please nominate and pay online via
www.accommodationawardsnsw.org

Deadline for entries is 5pm sharp on Wednesday, 11 March 2026, with accompanying submission, payment receipt and 2-3 high resolution jpeg images of the property and/or person for each category.

- Upload all written submissions and/or accompanying documents online by the deadline date.
- Upload a minimum of 2-3 high resolution jpeg images of the hotel and/or person, as well as a logo, to be utilised during the awards ceremony.



CONTACT

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QUESTIONS



THANK YOU



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