Entry Kit for the 2017 Asia-Pacific Stevie® Awards

Honoring Innovation

Complete instructions about how to prepare and submit nominations to the region’s premier business awards program.
We invite your organization to submit nominations to the 2017 (fourth annual) Asia-Pacific Stevie® Awards, the top honors in the region for achievement in the workplace. **The focus of these awards is on recognizing innovation in every aspect of business.**

All organizations operating in the 22 nations of the Asia-Pacific region are eligible to submit nominations to the awards: large and small, public and private, for-profit and non-profit. Nominations may be submitted by individuals or organizations. The 2016 competition attracted nominations from more than 600 organizations of all types, all across the region.

The Stevie Award trophy, the prize that is conferred in the Asia-Pacific Stevie Awards and all other Stevie Award programs, is one of the world's most coveted prizes.

Many of the world's largest and most famous companies have won Stevie Awards. Most of our winners each year are small and midsize companies that are still growing and building their brands, however.

This booklet explains how to prepare and submit nominations to the Asia-Pacific Stevie Awards. The first important step to entering is to review the categories and to choose the categories in which you’ll participate.

**App Categories**

**Company / Organization Categories**

**Corporate Communications, Investor Relations, and Public Relations Categories**

**Customer Service Categories**

**Human Resources Categories**

**Live Event Categories**

**Management Categories**

**Marketing Categories**

**New Product Categories**

**Publication Categories**

**Technology Categories**

**Website Categories**

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In these pages you will find explanations of the submission requirements for all of these categories, and an outline of how to submit your entries through our website at [http://Asia.StevieAwards.com](http://Asia.StevieAwards.com). All of this information is also available on the website in **Chinese, English, Indonesian, Japanese, Korean, Malay and Thai**.

We hope your organization will submit entries to the 2017 Asia-Pacific Stevie Awards. Please don’t hesitate to contact us with your questions about how to participate.

Cordially,

Michael Gallagher
President
The Stevie Awards

Stevie Awards president talks about the 2017 Asia-Pacific Stevie Awards.
Monitor Stevie® Awards Social Media for Updates to the Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 November 2016</td>
<td>Early-bird entry deadline</td>
</tr>
<tr>
<td>8 February 2017</td>
<td>Entry deadline</td>
</tr>
<tr>
<td>5 April 2017</td>
<td>Last day to submit entries with payment of late fee</td>
</tr>
<tr>
<td>February – April</td>
<td>Judging</td>
</tr>
<tr>
<td>19 April 2017</td>
<td>Gold, Silver and Bronze Stevie Award winners announced</td>
</tr>
<tr>
<td>2 June 2017</td>
<td>Awards banquet in Tokyo, Japan</td>
</tr>
</tbody>
</table>

What Some Past Stevie® Winners Say About Their Awards

- AMC
- BRIN
- Concentrix
- Freelancer.com
- Korean Ministry of the Interior
- MetLife Asia
- MSLGROUP China
- Nu Skin Malaysia
- PyeongChang Organizing Committee
- Rockwell Automation
- Samsung Fire & Marine Insurance
- SPRG
- Telkom Indonesia
- TNT
- Virtual Legal
- WTF
How the Stevie® Award Winners Will Be Determined

All entries are first reviewed by Stevie® Awards staff to ensure that eligibility requirements are met, that entries are formatted properly in order to go forward to be judged, and that entries have been submitted in appropriate categories.

Judging will be conducted in March–April 2017. Judges will be recruited worldwide, will be invited or will apply to judge on the Asia-Pacific Stevie Awards web site, and if accepted will be assigned to category groups by Stevie Awards staff, based on their industry, function, and experience. A judge will not be assigned categories to which their own organization has submitted entries.

Each entry will be reviewed and rated by no fewer than five (5) judges who have been approved as qualified (by Stevie Awards staff) to judge those entries. Rating will be done on a scale of 1–10.

The average scores of judges will determine the Gold, Silver and Bronze Stevie Award winners in each category.

Determination of Grand Stevie Award Winners

Five Grand Stevie Award winners will be selected, and announced at the awards banquet. The organization that wins the most Gold, Silver and Bronze Stevie Awards will be presented with the Grand Stevie Award for Organization of the Year. The top-scoring nomination from each of the four nations that submitted the most entries to the awards will also receive Grand Stevie Award trophies.

How to Submit Your Entries

After you have chosen your categories and prepared your entries according to the requirements outlined on the following pages, do the following:

01 | Visit the website at Asia.StevieAwards.com and click on the “Submit your entries” link on the homepage.

02 | Follow the instructions to login to your existing entry-submission account, or to create a new one.

03 | Within your entry-submission account, follow the instructions to create and save your first entry.

04 | Repeat the process as necessary to create and save additional entries.

05 | When you’ve created all of your entries, go to the shopping cart in your account and click the Checkout button.

06 | Review and agree to the Terms and Conditions of Entry, and choose to pay your entry fees by credit card or wire transfer.
## Entry Fees

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Submitted Before 1 December 2016</th>
<th>Submitted Before 9 February 2017</th>
<th>Submitted After 8 February 2017 (includes late fee)</th>
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</thead>
<tbody>
<tr>
<td>Apps, Live Events, Publications, &amp; Web Site Categories</td>
<td>$235</td>
<td>$285</td>
<td>$340</td>
</tr>
<tr>
<td>Company / Organization Categories</td>
<td>$435</td>
<td>$485</td>
<td>$540</td>
</tr>
<tr>
<td>Corporate Communications, Investor Relations, and Public Relations Categories (C01–C11)</td>
<td>$435</td>
<td>$485</td>
<td>$540</td>
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<tr>
<td>Category C12</td>
<td>$250</td>
<td>$300</td>
<td>$355</td>
</tr>
<tr>
<td>Customer Service Categories</td>
<td>$435</td>
<td>$485</td>
<td>$540</td>
</tr>
<tr>
<td>Human Resources Categories</td>
<td>$435</td>
<td>$485</td>
<td>$540</td>
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<tr>
<td>Management Categories</td>
<td>$310</td>
<td>$360</td>
<td>$415</td>
</tr>
<tr>
<td>Marketing Categories (E01–E11)</td>
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<td>$540</td>
</tr>
<tr>
<td>Category E12</td>
<td>$250</td>
<td>$300</td>
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<tr>
<td>Technology Categories</td>
<td>$435</td>
<td>$485</td>
<td>$540</td>
</tr>
</tbody>
</table>

Entry fees are in U.S. dollars. Payment may be made by credit card or wire transfer. We accept American Express, Mastercard, and Visa.

For wire transfers to our bank, write to help+asia@stevieawards.com for instructions.

No refunds will be made after 8 February 2017.
Categories

The following is a list of all categories in the Asia-Pacific Stevie® Awards. The focus of the categories is on recognizing innovation. The categories are grouped by type. The submission requirements for each type of category are listed at the beginning of each group.

Entries may be submitted in any of the following languages: Chinese, English, Indonesian, Japanese, Korean, Malay, and Thai.

App Categories

These categories recognize innovation in apps updated or first published since 1 July 2015. Forms of innovation to be considered include innovation in design, format, production, distribution, and/or interactivity.

Information to be submitted online for entries in these categories will include

a. An essay of up to 625 words describing the app and the innovative aspect of the app that you are nominating.
b. The app itself, in the form of a demonstration video of up to three (3) minutes in length. You must attach the demonstration video to your entry through our attachment/link uploading tool.
c. Optionally, you may list creative and production credits for your app—a list of the people and organizations that contribute to its development.

F55. Award for Innovation in Business Information Apps
F56. Award for Innovation in Business Utility Apps
F57. Award for Innovation in Education or Training Apps
F58. Award for Innovation in Entertainment Apps
F59. Award for Innovation in General Information or News Apps
F60. Award for Innovation in General Utility Apps
F61. Award for Innovation in Shopping or E-commerce Apps
F62. Award for Innovation in Social Apps
Company/Organization Categories

These categories recognize overall corporate innovation since 1 July 2015.

Information to be submitted online for entries in these categories include

a. An essay of up to 625 words describing the nominated organization’s innovative achievements since 1 July 2015. Describe the organization’s innovative achievements in at least three (3) of the following areas: organizational management, corporate social responsibility, financial management, corporate communications, customer service, human resources and employee development, information technology, marketing, product design & development, and research & development.

b. Optional (but highly recommended), a collection of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

B01. Award for Excellence in Innovation in Business Product & Service Industries
    (Including Advertising, Business Services, Legal, Marketing, Office Products (except Technology), and Public Relations)
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

B02. Award for Excellence in Innovation in Consumer Product & Service Industries
    (Including Durable and Non-Durable Consumer Products, Consumer Services, Food & Beverage, Hospitality & Leisure, Media & Entertainment, Real Estate, Retail, Transportation, and Utilities)
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

B03. Award for Excellence in Innovation in Financial Industries
    (Including Accounting, Banking, Financial Services, and Insurance)
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

B04. Award for Excellence in Innovation in Health Care Industries
    (Including Health Products & Services and Pharmaceuticals)
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

B05. Award for Excellence in Innovation in Manufacturing Industries
    (Including Aerospace & Defense, Automotive & Transport Equipment, Chemicals, Energy, and Metals & Mining)
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

B06. Award for Excellence in Innovation in Non-Profit or Government
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

B07. Award for Excellence in Innovation in Technology Industries
    (Including Computer Hardware, Computer Services, Computer Software, Electronics, Internet/New Media, and Telecommunications)
    a. Organizations with up to 100 Employees
    b. Organizations with 100 or More Employees

http://Asia.StevieAwards.com • help+asia@stevieawards.com
Corporate Communications, Investor Relations, and Public Relations Categories

These categories recognize innovation in corporate communications, investor relations, and public relations since 1 July 2015.

Information to be submitted online for entries in these categories include

a. An essay of up to 625 words describing the nominated innovative achievements since 1 July 2015.
b. Optional (but highly recommended), a collection of supporting files, works samples, and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

C01. Award for Innovation in Community Relations or Public Service Communications
C02. Award for Innovation in Investor Relations
C03. Award for Innovation in Media Relations
C04. Award for Innovation in Public Affairs Communications
C05. Award for Innovation in the Use of Celebrities or Public Figures
C06. Award for Innovation in the Use of Events
C07. Award for Innovation in the Use of Social Media
C08. Award for Innovation in the Use of Video
C09. Award for Innovation in the Use of Viral Media / Word of Mouth

C10. Most Innovative Public Relations Agency of the Year
Your nomination must cite innovation since July 1 2015 in at least three (3) of the following areas: Agency Management or Structure, Events, Investor Relations, Media Relations, Social Media, Video, the Use of Celebrities or Public Figures, and Viral Media / Word of Mouth.

C11. Most Innovative Communications Team of the Year
Your nomination must cite innovation since July 1 2015 in at least three (3) of the following areas: Department or Team Management or Structure, Events, Investor Relations, Media Relations, Social Media, Video, the Use of Celebrities or Public Figures, and Viral Media / Word of Mouth.

C12. Most Innovative Communications Professional of the Year
Your nomination must cite innovation since July 1 2015 in at least one (1) of the following areas: Events, Investor Relations, Media Relations, Social Media, Video, the Use of Celebrities or Public Figures, and Viral Media / Word of Mouth.
Customer Service Categories

These categories recognize innovation in the management and practice of customer service since 1 July 2015.

*Information to be submitted online for entries in these categories include*

a. An essay of up to 625 words describing the nominee’s innovative achievements since 1 July 2015.

b. Optional (but highly recommended), a collection of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

**J01. Award for the Innovative Use of Technology in Customer Service**
   a. **Computer Industries**: recognizes achievement in the internet/new media, computer hardware, computer software, computer services, etc. industries.
   b. **Financial Services Industries**: recognizes achievement in the accounting, banking, financial services, insurance, etc. industries.
   c. **Other Service Industries**: recognizes achievement in all service industries except for financial services.
   d. **Telecommunications Industries**: recognize achievement in all telecommunications industries.
   e. **All Other Industries**: recognizes achievement in all industries that are not covered by one of the other Award for Innovation in Customer Service categories.

**J02. Award for Innovation in Customer Service Management, Planning & Practice**
   a. **Computer Industries**: recognizes achievement in the internet/new media, computer hardware, computer software, computer services, etc. industries.
   b. **Financial Services Industries**: recognizes achievement in the accounting, banking, financial services, insurance, etc. industries.
   c. **Other Service Industries**: recognizes achievement in all service industries except for financial services.
   d. **Telecommunications Industries**: recognize achievement in all telecommunications industries.
   e. **All Other Industries**: recognizes achievement in all industries that are not covered by one of the other Award for Innovation in Customer Service categories.
Human Resources Categories

These categories recognize innovation in the management and practice of human resources since 1 July 2015.

Information to be submitted online for entries in these categories include

a. An essay of up to 625 words describing the nominee’s innovative achievements since 1 July 2015.
b. Optional (but highly recommended), a collection of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

L01. Award for the Innovative Use of Technology in Human Resources
   a. Computer Industries: recognizes achievement in the internet/new media, computer hardware, computer software, computer services, etc. industries.
   b. Financial Services Industries: recognizes achievement in the accounting, banking, financial services, insurance, etc. industries.
   c. Other Service Industries: recognizes achievement in all service industries except for financial services.
   d. Telecommunications Industries: recognize achievement in all telecommunications industries.
   e. All Other Industries: recognizes achievement in all industries that are not covered by one of the other Award for Innovation in Human Resources categories.

L02. Award for Innovation in Human Resources Management, Planning & Practice
   a. Computer Industries: recognizes achievement in the internet/new media, computer hardware, computer software, computer services, etc. industries.
   b. Financial Services Industries: recognizes achievement in the accounting, banking, financial services, insurance, etc. industries.
   c. Other Service Industries: recognizes achievement in all service industries except for financial services.
   d. Telecommunications Industries: recognize achievement in all telecommunications industries.
   e. All Other Industries: recognizes achievement in all industries that are not covered by one of the other Award for Innovation in Human Resources categories.
Live Event Categories

These categories recognize innovation in live event conception, development, planning, promotion, and execution since 1 July 2015.

*Information to be submitted online for entries in these categories?include*

a. An essay of up to 625 words describing the nominated innovation(s) in event conception, development, planning, promotion, and/or execution.
b. Any number of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges. These may include video clips, photographs, press reviews, news articles, and so on.
c. Optionally, you may list creative and production credits for your event—a list of the people and organizations that contributed to its development

G01. *Award for Innovation in Business-to-Business Events*
G02. *Award for Innovation in Consumer Events*
G03. *Award for Innovation in Entertainment Events*
G04. *Award for Innovation in Internal (Corporate) Events*

Entry Kit for the 2017 Asia-Pacific Stevie® Awards
Management Categories

These categories recognize innovation in organizational management since 1 July 2015.

Information to be submitted online for entries in these categories include

a. An essay of up to 625 words describing the nominated executive’s or management team’s innovative achievements since 1 July 2015. Describe the innovative achievements in at least three (3) of the following areas: organizational management, board leadership, brand leadership, business recovery, financial management, growth management, hiring & employee development, investor relations, leadership development, and the promotion of innovative practices.

b. Optional (but highly recommended), a collection of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

A01. Award for Innovative Management in Business Product & Service Industries  
(Including Advertising, Business Services, Legal, Marketing, Office Products (except Technology), and Public Relations)  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees

A02. Award for Innovative Management in Consumer Product & Service Industries  
(Including Durable and Non-Durable Consumer Products, Consumer Services, Food & Beverage, Hospitality & Leisure, Media & Entertainment, Real Estate, Retail, Transportation, and Utilities)  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees

A03. Award for Innovative Management in Financial Industries  
(Including Accounting, Banking, Financial Services, and Insurance)  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees

A04. Award for Innovative Management in Health Care Industries  
(Including Health Products & Services and Pharmaceuticals)  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees

A05. Award for Innovative Management in Manufacturing Industries  
(Including Aerospace & Defense, Automotive & Transport Equipment, Chemicals, Energy, and Metals & Mining)  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees

A06. Award for Innovative Management in Non-Profit or Government  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees

A07. Award for Innovative Management in Technology Industries  
(Including Computer Hardware, Computer Services, Computer Software, Electronics, Internet/New Media, and Telecommunications)  
a. Organizations with up to 100 Employees  
b. Organizations with 100 or More Employees
Marketing Categories

These categories recognize innovation in marketing since 1 July 2015.

Information to be submitted online for entries in these categories include

a. An essay of up to 625 words describing the nominated innovative achievements since 1 July 2015.
b. Optional (but highly recommended), a collection of supporting files, work samples, and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

E01. Award for Innovation in Brand Development
E02. Award for Innovation in Brand Renovation / Re-Branding
E03. Award for Innovation in Branded Entertainment
E04. Award for Innovation in Content Marketing / Branded Editorial
E05. Award for Innovation in Cross-Media Marketing
E06. Award for Innovation in Paid Media Planning & Management
E07. Award for Innovation in Product Placement
E08. Award for Innovation in Sponsorships
E09. Award for Innovation in Social Media Marketing

E10. Most Innovative Advertising or Marketing Agency of the Year: Your nomination must cite innovation since July 1 2015 in at least three (3) of the following areas: Agency Management or Structure, Advertising, Branding, Branded Entertainment, Content Marketing, Cross-Media Marketing, Media Planning, Product Placement, Social Media Marketing, and Sponsorships.

E11. Most Innovative Advertising or Marketing Team of the Year: Your nomination must cite innovation since July 1 2015 in at least three (3) of the following areas: Agency Management or Structure, Advertising, Branding, Branded Entertainment, Content Marketing, Cross-Media Marketing, Media Planning, Product Placement, Social Media Marketing, and Sponsorships.

E12. Most Innovative Marketing or Advertising Professional of the Year: Your nomination must cite innovation since July 1 2015 in at least one (1) of the following areas: Agency Management or Structure, Advertising, Branding, Branded Entertainment, Content Marketing, Cross-Media Marketing, Media Planning, Product Placement, Social Media Marketing, and Sponsorships.
New Product Categories

These categories recognize innovation in product conception, design, development, production and distribution since 1 July 2015.

*Information to be submitted online for entries in these categories include*

a. An essay of up to 625 words describing the nominated innovation’s concept, value, delivery, and impact since 1 July 2015.

b. Optional (but highly recommended), a collection of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges. For new product/service entries these uploads and links might include product demonstration videos, product reviews, images, etc.

P01. Award for Innovation in Business-to-Business Products
P02. Award for Innovation in Business-to-Business Services
P03. Award for Innovation in Consumer Products & Services
P04. Award or Innovation in Consumer Electronics & Information Technology
P05. Award for Innovation in Energy & Sustainability
P06. Award for Innovation in Health & Wellness
P07. Award for Innovation in Industrial Design
P08. Award for Innovation in Living, Learning, and Working Environments
P09. Award for Innovation in Media, Visual Communications & Entertainment
P10. Award for Innovation in Medical/Dental
P11. Award for Innovation in Science
P12. Award for Innovation in Transportation & Logistics

Publication Categories

These categories recognize innovation in business-related publications since 1 July 2015. Forms of innovation to be considered including innovation in design, format, production, distribution, and/or interactivity.

*Information to be submitted online for entries in these categories include*

a. An essay of up to 625 words describing the publication and the innovative aspect of the publication that you are nominating. In the essay, describe the genesis of the innovation, how it was developed and executed, and the results of the innovation to date.

b. If applicable, the electronic publication, in the form of an attachment or a URL, which you must attach to your entry through our attachment/link uploading tool.

c. Optionally, you may list creative and production credits for your work—a list of the people and organizations that contributed to its development

If you will submit your publication offline for review by the judges, you must first submit your entry online. Then print out a copy of your entry and mail it with one (1) copy of the publication or series of publications to: The Stevie Awards Asia, c/o Korea Commercial Film Makers Union, 7F. Korea Advertising Culture Center, 137 Olympic-ro 36-Gil, Songpa-Gu, Seoul 05510 Korea, Telephone +(82) 2 2144 0741

F01. Award for Innovation in Annual Reports
F02. Award for Innovation in Marketing or Sales Literature
F03. Award for Innovation in House/Internal Organs and Publications
F04. Award for Innovation in Other Types of Publications
Technology Categories

These categories recognize innovation in the management and practice of information technology since 1 July 2015.

*Information to be submitted online for entries in these categories include*

a. An essay of up to 625 words describing the nominee’s innovative achievements since 1 July 2015.
b. Optional (but highly recommended), a collection of supporting files and web addresses that you may upload to our server to support your entry and provide more background information to the judges.

N01. **Award for the Innovation in Technology Development**
   a. **Computer Industries**: recognizes achievement in the internet/new media, computer hardware, computer software, computer services, etc. industries.
   b. **Financial Services Industries**: recognizes achievement in the accounting, banking, financial services, insurance, etc. industries.
   c. **Other Service Industries**: recognizes achievement in all service industries except for financial services.
   d. **Telecommunications Industries**: recognize achievement in all telecommunications industries.
   e. **All Other Industries**: recognizes achievement in all industries that are not covered by one of the other Award for Innovation in Technology Development categories.

N02. **Award for Innovation in Technology Management, Planning & Implementation**
   a. **Computer Industries**: recognizes achievement in the internet/new media, computer hardware, computer software, computer services, etc. industries.
   b. **Financial Services Industries**: recognizes achievement in the accounting, banking, financial services, insurance, etc. industries.
   c. **Other Service Industries**: recognizes achievement in all service industries except for financial services.
   d. **Telecommunications Industries**: recognize achievement in all telecommunications industries.
   e. **All Other Industries**: recognizes achievement in all industries that are not covered by one of the other Award for Innovation in Technology Management, Planning & Implementation categories.

Website Categories

These categories recognize innovation in websites and blogs since 1 July 2015. Forms of innovation to be considered include innovation in design, content, use of media, and/or interactivity.

*Information to be submitted online for entries in these categories include*

a. An essay of up to 625 words describing the website or blog and the innovative aspect of the site that you are nominating.
b. A link to the site, which you must attach to your entry through our attachment/link uploading tool. If your site is not publicly available (i.e. it’s private or password protected), upload a video of up to three (3) minutes that demonstrates the features and functions of your site.
c. Optionally, you may list creative and production credits for your site—a list of the people and organizations that contribute to its development.

F05. **Award for Innovation in Business Information or Application Websites**
F06. **Award for Innovation in Corporate Websites**
F07. **Award for Innovation in Education or Training Websites**
F08. **Award for Innovation in Entertainment Websites**
F09. **Award for Innovation in General Information Websites**
F10. **Award for Innovation in News Websites**
F11. **Award for Innovation in Shopping or E-commerce Websites**
F12. **Award for Innovation in Social Websites**
The Stevie® Award

The Stevie Award trophy is one of the world’s most coveted prizes. Since 2002 the Gold Stevie Award has been conferred for achievement in business to organizations and individuals in more than 60 nations.

The name Stevie is taken from the name Stephen, which is derived from the Greek for “crowned.”

The crystal pyramid held aloft by Stevie represents the hierarchy of human needs, a system often represented as a pyramid that was developed in the 1960s by psychologist Abraham Maslow, who observed that after their basic needs are met, human beings seek the esteem of their peers.