

## Submission Guidelines

1. All submissions must be completed and uploaded to the Women in Law Submissions page (<http://womeninlawsubmissions.chambersandpartners.com/>) by **Friday, 31st March, 2017**. Chambers Diversity will not accept any submissions after this time.
2. All submissions must be no longer than **1,500 words per category**. Any content beyond 1,500 words will not be assessed. Submissions must specifically address the relevant evaluation criteria set out for each category, as well as adhering to the assessment criteria listed below.
3. Submissions are invited that cover one, some, or all aspects of gender diversity; to include **gender equality, inclusion, equal participation, recruitment, promotion, retention, career progression, advancement, talent management and leadership**.
4. Judges' decisions are final and awards will be made at their discretion. Additional commendations may be made at the judges' discretion.
5. Submissions must relate to activities or initiatives conducted within the previous **12 months**.
6. You/your firm may only make **one submission per category**.
7. You may nominate yourself/your own organisation/firm or another individual/organisation/firm.
8. **Law firms are required to make a client nomination each time they apply for a category**. Client nominations must be for individuals/organisations that are committed to and promote any sort of diversity initiatives/programs.
9. Assessment will be based on the following factors:
  - **Breadth:** the degree to which the initiative spanned different jurisdictions, practice areas, strands of gender diversity and career progression for female candidates
  - **Commitment:** the degree to which the initiative went beyond normal practice and work remit / the percentage of individuals at the firm who were involved
  - **Impact:** the degree to which individuals, the firm and/or the community at large is positively affected
  - **Advancement:** the degree to which the work advanced gender diversity, inclusion and promotion opportunities (statistics for comparison would be useful here)
  - **Originality:** the degree to which the work involved innovative programs and structures or tackled issues that had not previously been foremost in the firm/individuals remit
10. Entrants will be deemed to have accepted these rules and procedures and to have agreed to be bound by them when entering their submission.
11. Each submission must include the following information:
  - » Category being applied for
  - » Name of organisation
  - » Contact details of person making submission
  - » Contact details of individual/company nominated
  - » Title/position of nominee (if applicable)

12. Supporting material: Supporting material may include photographs, documents, statistics, testimonials, evaluations and press materials.
13. When preparing your submission, please ensure that your submission contains sufficient thorough information, relevant facts, factors involved, statistics and results by giving clear examples.
14. It is at our own discretion to decide new categories over the course of our research.

## CATEGORIES

### Individual Awards (Private Practice)

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**Future Leader – Gender Diversity:** This award is for an associate or senior associate who is leading the way in their commitment to gender diversity and inclusion.

**Inspiring Role Model in Promoting Gender Diversity in the Legal Profession:** This award is for a partner who has shown outstanding commitment to inspiring other female lawyers to be driven and strive towards achieving their career goals.

### Firm Awards

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**Most Innovative Gender Diversity Initiative:** This award celebrates a firm's dedication to advancing gender equality by developing the progression of women through internal diversity initiatives.

**Most Inclusive Firm for Minority Women Lawyers:** This award recognises a firm's commitment to ensuring that minority female candidates are professionally supported, equally represented and given equal opportunities at all levels.

**Law Firm of the Year in Furthering Women's Career Progression, Talent Management and Mentoring:** This award celebrates a firm's commitment to retaining, advancing and promoting their female lawyers through formal career development initiatives and mentoring programs.

**Pioneering Pro Bono Program of the Year:** This award recognises a firm's dedication to promoting and increasing access to justice through pro bono services and bringing about positive changes to gender diversity and female groups.

**Law Firm of the Year in Promoting Flexible Working Environments and Innovative Programs for Mothers:** This award recognises a firm's commitment to supporting women balance career aspirations and family life by establishing family-friendly policies and flexi-time programs whilst ensuring maternity leave benefits.

**Outstanding Firm in Advancing Gender Diversity and Inclusion:** This award recognises a firm's concerted efforts to promote a working environment that strongly cultivates the values of a diverse workforce, driving forward in gender diversity and inclusion programs.

**Most Innovative Women's Networking Group:** This award celebrates a firm's commitment in setting up initiatives aimed at enhancing networking capabilities and professional leadership development for female lawyers.

## Categories *continued*

### Individual Awards (In-House)

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**Future Leader – Gender Diversity:** This award is for a junior counsel who is leading the way in their commitment to gender diversity and inclusion.

**Inspiring Role Model in Promoting Gender Diversity and Inclusion in the Legal Profession:** This award is for a general counsel who has shown outstanding commitment to inspiring other female lawyers to be driven and strive towards achieving their career goals.

### Company Awards

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**Most Innovative Gender Diversity Initiative:** This award celebrates a company's dedication to advancing gender equality by developing the progression of women through internal diversity initiatives.

**Most Inclusive Company for Minority Women Lawyers:** This award recognises a company's commitment to ensuring that minority female candidates are professionally supported, equally represented and given equal opportunities at all levels.

**Company of the Year in Furthering Women's Career Progression, Talent Management and Mentoring:** This award celebrates a company's commitment to retaining, advancing and promoting their female lawyers through formal career development initiatives and mentoring programs.

**Company of the Year in Promoting Flexible Working Environments and Innovative Programs for Mothers:** This award recognises a company's commitment to supporting women balance career aspirations and family life by establishing family-friendly policies and flexi-time programs whilst ensuring maternity leave benefits.

**Outstanding Company in Advancing Gender Diversity and Inclusion:** This award recognises a company's concerted efforts to promote a working environment that strongly cultivates the values of a diverse workforce, driving forward in gender diversity and inclusion programs.

**Most Innovative Women's Networking Group:** This award celebrates a company's commitment in setting up initiatives aimed at enhancing networking capabilities and professional leadership development for female lawyers.



## Previous Chambers Women in Law Awards:

Women in Law Awards Latin America 2016

Women in Law Awards USA 2015

Women in Law Awards Latin America 2015

Women in Law Awards USA 2014

Women in Law Awards USA 2013

Women in Law Awards UK 2013

Women in Law Awards USA 2012

Women in Law Awards Latin America 2012

For submission queries, please contact:

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