

**Sample form, not for offline completion.**

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# Flexible Workspace Design

Recognising the best in design of new or refurbished flexible workspace.

The judges will be looking for evidence that the workspace has been designed to meet the needs of clients, that perhaps offers something different to the norm, has successfully executed innovative ideas, and has considered the environmental impact of the project.

The use of furnishings, décor and the utilization of space will be important aspects of the judges’ consideration.

The workspace can be of any size, and offering any kind of flexible workspace services.

The workspace design work must have been undertaken since 1st September 2023 to be eligible for entry.

Entry name

Company Name

10 words

Person Responsible for Submission

10 words

Please include name and position.

☐ I confirm that my company is a member of the Flexible Space Association, so eligible to enter the awards.

Design Brief

400 words

Please provide a summary of the design brief.

Project Aims

200 words

What were the aims of the design project? e.g. to create particular types of space, to update decor, to accommodate the needs of particular clients etc.

Innovations

200 words

Within the work undertaken, was there anything that you believe is particularly innovative within flexible workspaces?

Did the project deliver what was expected? What aspects of the work have exceeded your original expectations, and are there lessons you have learned that would prompt you to do things differently with future projects?

#### Supplementary Information (optional)



You may attach photographs and supplementary information, including testimonials or background details. Supplementary information should run to no more than 3 pages in total. Please save all information to a single PDF file.

Judges will be instructed to only consider the first 3 pages if more than that is submitted.

Please do not replicate information provided in response to the set questions.

Material may be supplied as follows:

1. Additional information (for example photos or testimonials) must not total more than 3 pages, and a maximum file size of 5MB. It should be saved as a PDF - photos can be pasted onto a Word document and saved as a PDF.
2. Any additional material will not be considered by the judges, who will be instructed to only take into account the first 3 pages.
3. Please do not upload any further written material as the judges will not consider this. The written component of your entry should be fully explained within the provided form fields.