

Step-by-step Instructions for Cities to Enter the AIPH World Green City Awards 2024



Step 1: Create an account on the online submission portal. To create an account:

1. Go to <https://app.oxfordabstracts.com/stages/6402/submitter>
2. **Save this link** so it is easily accessible each time you visit the online submission portal.
3. If you already have an Oxford Abstracts account, **sign in**.
4. If you do not have an Oxford Abstracts account, click "**Create an account**" and follow the prompts to create an account, either using your Google, LinkedIn or Email account details. We recommend selecting the "**continue with email option**," which will allow you to set a unique password. Please remember this password as you will use it to log in to your account each time you visit the online submission portal in the future.
5. If you are creating a new account, you will receive an email with a link to **verify your account**. Click the link to get started. This email will come from no-reply@oxfordabstracts.com. Please check your junk folder if you do not receive this to your inbox.
6. Once your email address has been verified, you will receive another email welcoming you to Oxford Abstracts and providing your login details for ease of reference. We recommend that you **save this email** so that these details are easily accessible in future.

Note: Once you have created an account, you will have access to the online submission portal through which you can submit an entry. You can also submit multiple entries under the same account.

**** Creating an account does not mean that you are obliged to proceed with submitting an entry. However, creating an account and completing the account setup questions on the first page of the online entry form gives you access to an offline version of the questions that you will be asked in the online entry form, which will assist you in compiling your entry, and enables us to contact you with news of the AIPH World Green City Awards and updates to the programme.**

Note: Please take note of your unique login details as you will use these to login each time you visit the submission portal. If you intend to submit multiple entries, please remember that you can do so through a single account.

Step 2: Login to the submission portal and add a new submission:

1. Once you have created an account, you can use your unique login credentials to access the online entry form which you will use to compile and submit your entry/ies.
2. Each time you login, you will be redirected to your “**dashboard**,” where your active entry/ies will appear. The first time you login, no entries will be shown. You can begin an entry by clicking on the “**NEW SUBMISSION**” button in the top right corner of your dashboard, which will load the online entry form where you can begin compiling your entry. Once you have started adding information to an entry via the online entry form, this entry will be visible on your dashboard for you to view and edit at any time.
3. If you wish to submit more than one entry, you can add multiple submissions to your dashboard. **For each entry, you will need to complete a separate online entry form.** When you add more than one entry, you will receive a notification that “You have previously submitted to this event. Click amend to view all existing submissions on your dashboard.” You can click the “**amend**” button each time you would like to return to your dashboard, which will show you a list of all the entries that you have in-progress, as well as the status of each of these entries: either “incomplete” or “complete.”

Step 3: Compile your entry:

1. When you add an entry by clicking “NEW SUBMISSION,” you can begin inputting your answers to the questions pertaining to that entry in the online entry form. A **13-point status bar** is visible at the top of each page, which indicates which pages are complete and incomplete. You can navigate between the various pages by clicking on the “next” or “previous” buttons. All compulsory questions (those marked with a *) on each page to be completed before the page will reflect as green in the status bar, which indicates that it is complete. You need all 13 points on the status bar to be green in order to submit a complete entry.
2. Once an entry is visible on your dashboard, you can click the “**EDIT**” button each time you would like to edit that particular entry or add information to the online entry form.



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3. On the first page of the online entry form, you are prompted to **set up your account**. This is where you will provide more details about you, the primary contact person for the entry, as well as details for a secondary contact person, a communications and media colleague, and more information pertaining to your city. We encourage you to complete this page as a first step, even before you navigate to any other pages or start the entry compilation process.
4. On the second page of the online entry form, you can download the **Mayoral Declaration**.

Note: Each award entry must be accompanied by a Mayoral Declaration, signed and stamped by the signatory authorised by national law to legally represent the city. Typically, this person is the Mayor or Deputy-Mayor of the city, or can be another senior political representative who is in charge of international cooperation or sustainable development. The Mayoral Declaration is available to download when you start compiling your entry to allow you enough time to have it completed and signed before you are ready to make your submission. You will be required to upload this Mayoral Declaration on the final page of the entry form before you can submit an entry. Because we are aware that this can take some time, we recommend that you consider initiating the process of getting the Mayoral Declaration completed and signed as early on as possible, so you are not delayed in submitting your entry when you are ready to do so later on.

5. The **Rules and Procedures 2024** and a series of **Frequently Asked Questions (FAQs)** are also available for download on the second page of the online entry form for your convenience. We recommend that you familiarise yourself with these before proceeding with your entry. You can also download an **offline version of the questions asked in the online entry form**, which will assist you in compiling and preparing the information required to complete an entry.
6. Thereafter, on page 3 of the online entry form, you will provide the **name of your entry** and will be prompted to **select a first and second choice category** for which your entry will be considered before stating whether you agree for entry to be profiled publicly by AIPH, or if you prefer to keep your entry confidential. All finalists and winning entries will be profiled by AIPH through all media channels.
7. On the next page, you will be asked to nominate whether or not you would like your entry to be considered for the **AIPH Youth Award**, an exciting new addition to the 2024 edition of the AIPH World Green City Awards. The AIPH Youth Award is not a category - instead, all entries that are selected as finalists in each of the seven categories will be eligible for this Award. The new AIPH Youth Award will be presented to the finalist entry considered most likely to inspire the youth and fulfil their needs for a secure, healthy future. This new AIPH Youth Award will be selected from the finalists by a Youth Jury, whose compilation will be led by the Global Youth Biodiversity Network (GYBN). If you agree to have your entry considered, you will be asked to briefly motivate in 100 words how your entry supports a healthy, fulfilling, and resilient future for the youth. **Please note, your entry will only be considered for the AIPH Youth Award if it is a finalist in one of your chosen categories, after which it will also be judged by the Youth Jury on how well it addresses the needs of the global youth.**

8. You are now ready to compile the details of your entry. Your entry submission starts with a **Summary** on page 5 of the online entry form. This summary of up to 500 words introduces your city's entry. It presents an outline of your entry by summarising what you did, why it was necessary, and how it made a difference to the city. Alongside this Summary, you will have the opportunity to upload up to 5 images which best showcase your initiative. Each uploaded image or photograph must have a caption that explains what it shows, and have a credit that recognises the origin/designer/photographer.
9. Award entries are assessed on the basis of **six evaluation criteria**: Vision, Significance, Implementation, Learning and Transferability, Measuring and Reporting Impact, and Resilience. There is a page dedicated to each criterion in the online entry form, which asks a specific set of questions to help you in preparing your entry in a focussed and concise way. Your answer for each question is limited to a **maximum of 250 words**.
10. When you have completed all of the required questions on each page of the entry form, you may proceed to the final page, where you are invited to upload **Supporting Documentation**, such as plans, images and photographs, videos, press cuttings, promotional materials, procedural documents, certificates for environmental or working standards etc that illustrate aspects of your entry and relate to some of your answers in the entry form. These must be in English or must be accompanied by a translation into English.
11. You may submit up to 10 images/photographs, up to 5 minutes of video content with a maximum of 5 separate videos, and up to 5 supporting documents. Each uploaded image or photograph must have a caption that explains what it shows and a credit that recognises the origin/designer/photographer and all videos must be uploaded as MP4 files.
12. The final step in submitting an entry is to upload the completed and signed **Mayoral Declaration** which was available for download when you started compiling your entry (see point 5 above). This form is available on the final page of the online entry form, too. Uploading this form confirms that the leading city authority supports the entry. You will not be able to submit your entry without having this form signed and uploading the document.

Note: You can return to your dashboard and edit and add information to the online entry form for each entry as many times as you wish. This allows you to complete your entry in stages. Each time you add information, your progress is automatically saved. You may return to any question and modify your answer an unlimited number of times before finally submitting your entry before the **15th September 2023 deadline**. We recommend that you get the Mayoral Declaration signed as early on as possible, as it may take some time to get the necessary approvals.

Step 4: Complete your entry before the submission deadline:

1. When you are confident that you have sufficiently compiled the details of the initiative articulated in your entry/ies, and are ready to make your submission, please double check to make sure that all questions are answered adequately and that the information you have uploaded is complete and accurate.

2. You may click “submit” on the final page of the online entry form at any stage in the process of compiling your entry. Please note that this does not necessarily mean that the entry is complete, nor does it necessarily mean that the entry is eligible for judging. You will still be able to access and edit your entry/ies even after submitting, and can continue making edits right up until the deadline for submission.
3. Once you have completed all of the compulsory questions in each section of the online entry form, the status of your entry will change from “**incomplete**” to “**complete**” on your dashboard.
4. At the **deadline for submission of entries on 15th September 2023**, all completed entries will be automatically submitted. Only entries which are marked “complete” on your dashboard at the time of the deadline for submissions will be eligible for judging, provided that all compulsory questions are sufficiently completed with suitable responses.
5. Before your entry/ies are marked “complete,” you will need to agree that you have read and will abide by the [AIPH World Green City Awards Rules and Procedures](#), which you will be prompted to do on the final page of the online entry form.

Note: On the final page of the entry form, you are required to upload the **completed and signed Mayoral Declaration** before you can submit your entry.

Important Information

Please note the important information below:

- There is no cost for cities to create an account or to enter the Awards and there is no cash prize for the winners. The many benefits of entering are listed [here](#).
- The 2024 edition of the AIPH World Green City Awards is offered in [7 categories](#), with 3 finalists in each category from which one category winner is selected, and with 1 Grand Winner selected from the 7 category winners.
- Cities can submit multiple entries across the 7 categories. For each entry submitted, you will be prompted to state up to two categories in which the entry should be considered for.
- There is no limit when it comes to the number of initiatives that a city/local authority can submit. However, each initiative must be submitted through a separate online entry form. You may submit multiple entries under the same account on the online submission portal. However, any given initiative must be submitted only once.
- All entries are to be submitted online through the submission portal. No entries submitted elsewhere will be considered valid.
- All sections of the entry form must be completed before the deadline for submissions for the entry to be valid. Incomplete submissions will not be considered for judging.
- Deadline for submission of entries: **15th September 2023**
- Should you require any assistance or support with your submission, please contact the AIPH Events Team by email: events@aiph.org or by telephone +44 (0) 1745 776505.
- Below is a timeline showing key milestones for the AIPH World Green City Awards 2024:

