



Submission Wizard

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I. Account Center

To submit your project(s) to the Green Product Award, Green Product Award Fashion or Green Concept Award and/or to apply for Green Future Club membership, an online account creation is necessary.

1. Account Set Up

To create an account, please continue like suggested:

- a. Registration on the website:
<https://www.gp-award.com/en/auth/register>
Sign up here for the newsletter already.
- b. Email activation:
Add service@gp-award.com to your address book for the confirmation email and further communication.
- c. Log in to the Account Center:
<https://www.gp-award.com/en/auth/login>

2. User Profile Creation

To access the submission portal, complete your user profile first. Fill in here:

- a. Contact Person:
Name the contact details of the one person who will be the contact person for the upcoming submission(s) for the entire year and your choice of interaction with us.
- b. Status:
Select a **user type** (Established company / Start-up / Student or Graduate). Start-ups shall provide a document being founded within the last two years or what proves, that your turnover is under 2 million Euros. Students or graduates should upload an enrollment certificate, student card or matriculation certificate which is not older than one year. The user type defines the fee for each submission. Established companies pay the normal fees, Start-Ups have a heavy discount (no nomination package fees and students/graduates participate for free.
- c. Internal Information:
Fill out your **company credentials**, which serves as the billing address as well. For students/graduates state the university you are/were enrolled in and continue with your personal address details.
- d. Profile Information:
Add a company/university profile (include information about your course). You can use up to **600 characters**, spaces included. Please note this will be publicly displayed upon successful entry into the awards or club. Upload a company or university logo preferably as PNG or JPEG (min600x600px) of max 5 MB and company/personal portfolio as a PDF (max size 15 MB).



- e. Password change:
In case you would like to change your password, you can do it here.

3. Account Activities Overview

Once your user profile is complete, the Account Center expands with the following activities:

- a. **Award-Submission:** This links to the form to submit your project(s) to the Green Product Award, Green Product Award Fashion and/or Green Concept Award.
- b. **Green Future Club membership:** Here you can apply for a yearly membership. This includes benefits like meeting the other members, a free portrait in the Green Trend Book and 50% discount on submission fees.

II. Award Submission Form

The Award submission form does not save drafts and **once submitted, it cannot be amended!** **BEFORE** uploading your entry to the award system, we highly recommend to prepare the required **texts in a document** and the **pictures with the correct names**.

In this way, you protect yourself against loss of data due to internet interruptions or being automatically logged off after two hours for security reasons. Believe us: this saves time and nerves ;-)
Submission change inquiries after submission can be emailed to service@gp-award.com and are subject to a submission correction fee.

The required information:

1. Submission Type

- Product/Service (on the market)
- Concept (the project is not yet on the market, e.g. planned/demonstration project, college project, graduation thesis, etc.)

2. Green Product Award & Green Concept Award Categories

Select the category in which your submission shall compete.

- Architecture
- Beauty & Personal Care
- Building Components
- Consumer Goods
- Fashion* (*The Fashion Award is organized twice a year in collaboration with IGEDO Exhibition's NEONYT Düsseldorf licensed by Messe Frankfurt.*)

Subcategories:

- **Accessories**
(Hats, Scarfs, Gloves, Socks, Jewelry, Hosiery, Broches)
- **Bags**
(Backpack, Briefcase, Clutch, Belt Bag, Tote, Wallet, Weekend Bag)



Green Product Award



Green Concept Award



Green Future Club

- **Clothing**
(Casualwear, Formalwear, Business Attire, Lingerie, Outerwear, Swimwear)
- **Shoes**
(Sneakers, Boots, High-heels, Flats, Sandals, Slippers, Flip-Flops)

- Freestyle
- Interior & Lifestyle
- Kids
- Kitchen
- Mobility
- New Materials
- Packaging
- Sport
- Workspace

3. Project Name

Enter the name of your product/service/concept - no descriptions, no claim and no company/personal name. (**max. 30 characters** - spaces included)

 Ecolve  Riverside Lodge  Compostable Packaging  Anna Hansen

4. Project Teaser

Make interested parties curious and briefly state what your submission stands for. The teaser is displayed on the website. (**max. 50 characters** - spaces included)

 The modular office system  The chair that grows with your child
 First ecopacking of Greendale™  Best bargain for the planet!

5. Short Introduction

Please write an easy understandable, clear description of your submission. Please note that this short description is also used for the online gallery, press releases, exhibitions and the Audience Award. The description may contain a **maximum of 600 characters** including spaces.

The following questions should be answered:

What is the product/service/concept?

What makes it special for users/consumers?

What makes your submission sustainable and innovative?



6. Pictures

You can visualize your submission with a total of 11 pictures.

a. Main picture

The picture that clearly represents your product/service/concept. The press picture.

b. Further pictures

You can upload a maximum of 10 additional pictures. Provide **3 mandatory visuals**: product detail, picture with size reference and packaging.

The following **REQUIREMENTS must be met**:

- Name all pictures following the scheme: O_submission-name.jpg
Main picture: O_ green-wood.jpg
Further pictures e.g.: 1_green-wood.jpg , 2_green-wood.jpg,..
- Dimensions: **landscape format** (2160 x 1350 pixels)
You can use the help of our online cropper tool for correct sizing as well.
- Format: JPG
- Resolution: 300 dpi (printable quality)
- Color scheme: CMYK
- **File size: max. 5 MB / image**
- DON'T use text/logos on the pictures

7. PDF Presentation

You may upload your **presentation** with the detailed description of your product/service/concept here – as **PDF only** and the **maximum file size is 15MB**.

CONCEPTS EXTRA: If you plan to start-up or expand further your submission, the presentation should follow the Sustainable Business Model's [Presentation Pitch Deck](#).

8. Video Link

You can include a video link of your project (**max 30 seconds**). Please use a download link. Refrain from submitting download links with an expiration date. Focus on a 360 view of your project and its sustainability traits. Dimensions must be met for a landscape format 16:9 (1920x1080 pixels). The video may be featured on the Award website, the Green Trend Book, Award Ceremony and on our social media channels. Make sure to comply with copy right issues.

9. Social Media Tags

If available, insert the social media accounts of your product / company here to be tagged in upcoming posts. Only add one account with the **@username** and not links.



10. Description for the Jury

Now the most important step: The jury evaluates the submission according to the criteria of **A. Design, B. Innovation and C. Sustainability**. Don't do marketing here, give information in bullet points aligning the criteria instead! Keep it short, but meaningful. Mention certificates, if possible. Each section should not be more than **1500 characters** including spaces.

a. Special features of the design

Aesthetics, usability, communication of the sustainable aspects, packaging are of interest here.

b. Aspects of innovation

Does the submission offer an improvement/novelty through the use of particular processes, material, technique?

Is it a social, business, functional and/or technical innovation?

Is it a general innovation or within your branch?

c. What makes the project sustainable?

To what extent is the submission sustainable?

Please mention your activities along the lifecycle and, if existing, mention certificates, LCA data, EPD,...

11. Designer(s) Credits

The information given here is used for the Award certificate, press materials and for the Green Trend Book. Double check that the information is correct!

a. Designer(s) Name

b. Designer(s) Profile

Give a brief profile, a short biography on the designer, design team behind the project. If it is a collaborative project, here is the chance to introduce it. You can use up to **600 characters** including spaces.

c. Designer(s) Photo

Upload an image of the designer(s)/ or a company group portrait in landscape format (2160 x 1350 pixels) as a JPG in CMYK format with max. 5 MB size.

12. Only for existing products / services

a. Interest in shop listing

Upload a price list (trade price and end consumer price)

b. Size Measurement (Width x Height x Length in cm)

c. Weight (in kg)

d. Special Code (applicable only for Green Future Club members/invites)

13. After Submission

Your application cannot be revised by you after you submitted it! The number of submissions is not limited. After submission you will receive an **automatic submission confirmation email**. If you didn't receive one, contact us via service@gp-award.com –



ideally you attach your prepared information with a wetransfer link sending us a word file with your submission texts and the labelled pictures and we will take care of your submission for you.

Common issues with unsuccessful submission:

- Opened in the browser the submission form for longer than 2 hours
- Slow internet network
- Individual picture size exceeds 5MB
- Presentation is not in a PDF format or exceeds 15MB

IF you submit until the regular deadline, we will provide you the results of our submission check and reach out to you personally with recommendations for improvements. Updating your submission will cause fees.

If you are selected as a Nominee, you may be asked to **hand in a physical piece of your product** (depending on the size) to our Berlin office for the duration of the award cycle for assessment and potential exhibition invites.

III. Green Future Club membership

Members will be screened for eligibility based on the information provided here and carefully selected.

Members benefit from connections, learnings, a free portrait in the Green Trend Book, 50% reduction on submission fees, Explore all benefits in this [PDF](#) and upcoming activities on the website: <https://www.greenfutureclub.com/en>

1. Matchmaking basics

As a potential member mark and share some details about what you are searching for and what you can provide. Multiple choice is accepted.

- a. Prototype Improvement
- b. Personal Mentorship
- c. Raw Materials
- d. Production Partner
- e. Market Entry / Sales
- f. Funding
- g. Exhibition Opportunities
- h. Design
- i. Branding
- j. Communication & Marketing
- k. Consulting / Certification
- l. Job Placement
- m. Internship Placement



2. Highlight a project

If you have already submitted a project to the Green Product Award and/or Green Concept Award, you can select it here and it will be added into your Green Future Club member profile later. If not, you can add a project later.

3. Time Investment

State the number of available days you can invest for Club activities per year.

4. Membership Type

Select a membership type (Pre-seed, Start-up, Small, Medium or Large). Of course, you can't select Start-Up, when you registered as an established company in your user profile. The member type will relate with the membership fee. The membership is valid for one year. Membership will renew automatically for another year except if you cancel it three months before.

IV. Details about Award Evaluation Criteria

Each submission is evaluated along the following criteria and all nominees will receive point-based feedback. The criteria are the base for the jury's assessment. Of course, the detailed points are not equally applicable to all products, but the idea should be understandable.

1. Overall Evaluation

1.1 Approach

- Originality
- Quality
- Reproducibility
- Credability

1.2 Elaboration

- Complexity of the research
- In-depth elaboration
- References (e.g. certificates)

1.3 Impact

- Improvement of environmental impact
- Improvement of user behavior and/or production conditions
- Distribution potential

2. Subject-specific Evaluation

2.1 Design

Excellent design highlights itself. An intelligently designed product differs from common ones.

Objectives: Evaluation of design, function and use



a. Aesthetic

- Design evolution or revolution
- Attraction of attention
- Design language
- Value attainment
- Haptic

b. User & Function

- Relevance
 - fulfill existing needs (new or better)
 - Ergonomics (provides sufficient support)
 - Accessibility (easy understanding of the usage)
 - Functionality (advantage, enhancement)
- User involvement (e.g. customizability, activation in set-up)
- Options of usage (combinability, different scenarios are supported)

c. Packaging

- Reduction/elimination/exclusion
- Eco-friendly materials
- Will be or is already part of the product
- Possibility to reuse or alternative usage

d. Communication

- Creates visibility for sustainability
 - Information (labeling) of the materials and components used
 - Note on certifications
- Clarification & info about characteristics and effects
 - Proposition & activation of communication

2.2 Innovation

Can we imagine the impossible? We think so: new ideas and products are only possible when we question established ways of doing things. Whether it's a specialized technological solution to problems inherent in manufacturing processes or new consumer habits, concepts, functions, or services, innovation can take many forms. The single constant is attention to the specific needs of users. We believe that consumers will only use products/services if they are convinced by them.

Objective: Evaluation of innovation

a. Significance of innovation

- Does the submission solve a problem?
 - for customers
 - for companies
 - for environment
 - in general (Is there an association with sustainable development goals?)

b. Degree of innovation

- Do you think your submission is patentable (in terms of IP/patent)?



- Range of applicability (new for the world/branch)

2.3 Sustainability

Note: We have only listed the core elements here. You can find several aspects in the division of design and innovation that we believe are relevant for sustainable products/services/concepts as well. We have refrained from repeating these here.

Objective: Evaluation of the attempt and implementation of sustainability

a. Material

- Use of sustainable raw materials
- Substitution by more environmental friendly and safe materials
- Locally produced and processed
- Efforts for unmixed-material usage
- No composite materials
- Weight reduction

b. Life cycle of the product

- Design/Pre-production
 - Selection of material origin (recycling, refurbishing, etc.)
 - Focus on change or optimization of design elements
 - Customization, compatibility & product variety
 - Lifespan (durability, fast moving goods, etc.)
 - Designed with end-of-life in mind
- Production/ Remanufacturing
 - Use of virgin materials/recycled content (self-production or sourcing)
 - DIY, artisial or industrial production (niche market, mass market, etc.)
 - Scalability and replicability
 - Outsourcing, partner institutions
 - Use of resource-saving production processes
 - Energy efficiency
 - Footprint: CO2 reduction, climate-neutral production, water & energy consumption
 - Pollution & waste prevention/reduction
- Distribution
 - How is the product/service provided? (one-time sale, subscription, etc.)
 - Environmentally friendly transportation of goods (water, road, digital etc.)
 - Importance of regionality
 - Traceable and transparent supply chain
 - Ways of provision
 - Packaging
- Use-Phase
 - Options for reparation/updating
 - Impact e.g. reduction in consumption (CO2, water, energy, etc.)
- Reuse/End-Of-Life



Green Product Award



Green Concept Award



Green Future Club

- Reusability (upcycling or downcycling)
- Recyclability (mechanical or chemical recycling)
- Closed life-cycle (take back systems, compostable, biodegradable, etc.)

c. People

- Fair working conditions and pricing
- No hazardous processing and coating processes
- Sociality and self-organization
- Supporting projects

Do not hesitate to contact us if you have any questions!

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