



Innovation and Collaboration Space   
of the Year

Submission template

# About this document

This document shall be used to prepare your entry submission for the Triple E Awards.

**Key recommendations:**

* Avoid pure “marketing language” but provide a critical evaluation
* Provide clear examples, data and further evidence (note that you can upload up to 10 pictures during the submission of your entry. Please do not copy these pictures into this document!)

**Checklist:**

[ ] The submission has been prepared in English language

[ ] I responded to all sections of this template

[ ] The section titles and descriptions have been kept

[ ] I deleted the cover page as well as this page

[ ] The submission (after deleting the cover page and this page) does not exceed 3 pages

[ ] The font size and style has been kept and the margins of the documents have not been changed

[ ] I have selected up to 10 pictures (in .jpg or .png format) that can be uploaded together with this document.

**How to submit:**

* Visit <https://europe.triple-e-awards.com/index/apply>
* Create an account
* Click on the “Submit your Entry Now” button
* Select the award category you would like to submit your entry to (Step 1)
* Provide submission details and upload this document in PDF format (Step 2)
* Upload up to 10 pictures for your entry (Step 3)
* Click on “Finish submission” (you can view, edit and delete your entry in the entry overview on the submission landing page)

Details of the space

|  |  |
| --- | --- |
| **Foundation year of the space** |  |
| **Size of the space in square meters** |  |
| **Approximate investment for the creation of the space** |  |
| **Approximate annual costs for operating the space** |  |

Concept

Present the concept of the innovation and collaboration space and highlight how it goes beyond existing practice.

[Please put your response here]

Outcomes and impacts

Present the outcomes and impacts that the space has enabled. How much is it used? Has any exceptional outcome been achieved? Have the space influenced the design of other innovation and collaboration spaces?

[Please put your response here]

Promotion of interdisciplinarity

Present how the space supports interdisciplinary work (e.g. in terms of design and location).

[Please put your response here]

Engagement with externals

Present how external stakeholders / insights were / are integrated in the design and usage of the space.

[Please put your response here]

Access

Present how accessible the space is, for example, with respect to stakeholder groups (e.g. students, academics, companies, citizens, other external parties) and opening hours.

[Please put your response here]