

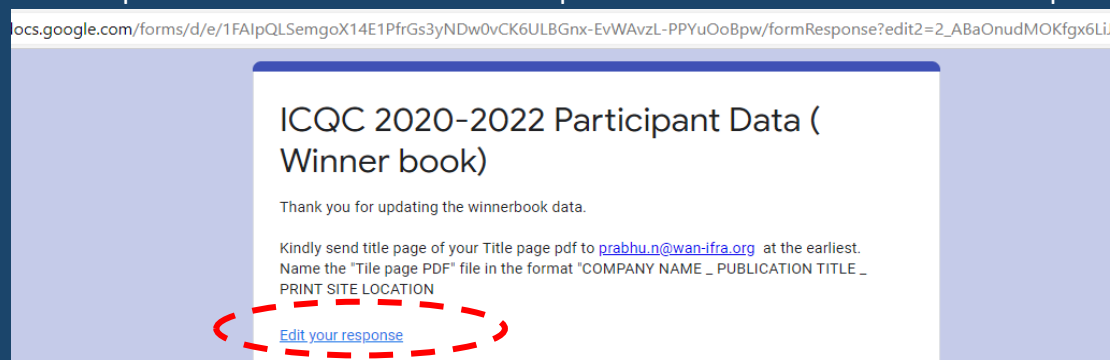
WHERE TO FILL PARTICIPANT DATA (WINNER BOOK):

- ✓ [To Fill your Participant Data](#)
- ✓ DON'T FILL MULTIPLE FORMS FOR UNIQUE PUBLICATION OF THE SAME PLANT / BRANCH. BUT, EACH PUBLICATION (EVEN SAME PUBLICATION TITLE) THAT WON INCQ MEMBERSHIP FROM DIFFERENT PRINT SITE/BRANCH/PLANT MUST BE FILLED SEPARATE.

PARTICIPANT DATA FILLING GUIDE:

- ✓ Fill the participant data with all relevant data. Almost all the question are given with pre template answers, consists of multiple choices and check boxes to eliminate more typing works. use "OTHERS" option and fill the custom answer for any question that doesn't fit the template answers for you.
- ✓ Initially ,You (your department) may submit the form with known answer , use "[Edit your response](#)" (screenshot below) to edit the same and share the URL link with other concern department, to answer the remaining unknown (un answered) question.

Example: Production department can fill up all the relevant production data alone and submit, then "Edit response" and share the url to "Pre-press" fill their relevant data and complete it.



- ✓ While filling the data, you can share the webpage (dynamic) link to other departments/person to fill the data related to their departments, rather than collecting all the data's from them.

TITLE PAGE:

1. After submitting the form, Send your master head/title page in PDF (<20MB) to prabhu.n@wan-ifra.org
2. Name the "Title page PDF" file in the format "**COMPANY NAME _ PUBLICATION TITLE _ PRINT SITE LOCATION**" and Keep the same in the email subject to recognize it ease during designing stage, not to mix up among different branches of the same publication.
3. Master head page should only be from the contest period of **March 2020 or last week of June 2020** as applicable. This will title be used in winner book design.