



ENTRANT GUIDELINES

**CATEGORY 11 – MOST OUTSTANDING
ONLINE TRAVEL AGENCY**

GALA DINNER & AWARDS PRESENTATION
Saturday 18th October 2025

OVERVIEW & SUBMISSION QUESTIONS

Please visit the ATIA website atia.travel/NTIA2025 to familiarise yourself with the Awards Stages, Judging Information and Key Dates.

STEP 1 – ENTRANTS TO SUBMIT A WRITTEN SUBMISSION

Key things to remember

- Please ensure your responses relate to the qualifying period which is 01 July 2024 - 30 June 2025.
- The maximum score for questions 1, 4, 5, 6 & 7 is 10. Each question will have a different weighting which is noted below.

1. Provide a general overview of your business. (400 words, weighted at 10%)

- Think of this as an elevator pitch about your business; what services does your business offer?
- How does your business stand out from its competitors; where are its unique and outstanding features?
- Demonstrate that your business is relevant to the eligibility criteria.

For Questions 2 & 3, all financial and other information provided will be treated as confidential and for the purpose of NTIA judging only. We appreciate that financial periods differ from business to business and so you may choose the reporting period that aligns with your business.

2. Provide an indication of the movement in your Total Transaction Value (TTV) compared to the previous financial year. In the awards portal, there will be a dropdown for you to select from one of the following brackets.

- 25% or more
- 15 – 24%
- 5 - 14%
- 0 - 4%
- Turnover decreased.

3. Provide an indication of your profit performance compared to the previous financial year.

In the awards portal, there will be a dropdown for you to select from one of the following brackets.

- 25% or more
- 15 – 24%
- 5 - 14%
- 0 - 4%
- Profit decreased / made a loss.

Don't stop here, there's more questions on the next page.

SUBMISSION QUESTIONS CONTINUED –

For Questions 4, 5, 6 & 7, your achievements should relate to the qualifying period which is 01 July 2024 – 30 June 2025.

4. Outline how your business integrates the [Code of Conduct](#) in its standard operations and marketing activities. (400 words, weighted at 25%)

- What steps do you take to ensure compliance with the Code of Conduct?
- How do you ensure that your staff and customers are aware of your ATIA Accreditation?
- Provide examples of how you promote your ATIA Accreditation.
- Explain why it is important for your business to be ATIA Accredited.

5. What was your business' greatest achievement during the qualifying period? (400 words, weighted at 25%)

- Provide details about the achievement.
- Explain how this achievement aligned with the business goals and objectives.
- What were the tangible outcomes or results; what benefit did it bring to your business, team, or customers.
- What led you to identify this as your biggest achievement?

6. What are your plans to ensure the continuous improvement and sustainable growth of your business. (400 words, weighted at 25%)

- Briefly summarise your plan for the coming year and quantify these goals.
- Explain how you could achieve these goals over the next 12 months?

7. What makes your business the "Most Outstanding" and worthy of recognition as an NTIA Finalist? (400 words, weighted at 15%)

- This is your opportunity to offer general comments or elaborate on any information you feel may be lacking in your responses above.

--- Submission Questions Ends ---

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STEP 2 – FINALISTS TO ATTEND A VIRTUAL JUDGING PRESENTATION

Key things to remember

- Please ensure your responses relate to the qualifying period which is 01 July 2024 - 30 June 2025.
- The maximum score for each question is 10.
- You will receive another score of out 10 for each of the following criteria: interpersonal communication, knowledge & content, structure of responses, quality of examples, and use of visual aids.

1. Describe your target market/s.

- Provide a breakdown of your main target market/s.
- Describe how your business identifies and understands the needs of these target markets.
- What are your marketing activities against each market, e.g., advertising, sales visits, co-operative campaigns.
- Outline the results of your marketing activities.

2. How does your business ensure a consistent standard of quality, service, and support in an online environment?

- Outline the strategies, processes and/or online platforms that have been implemented to ensure a seamless online experience.
- How is your business' direct booking platform different from your competitors?
- Summarise how your business has still be able to maintain a personal touch in customer interactions despite operating in an online environment.
- This may include your website, booking engine, social media channels, external review websites, net promoter score (NPS) google analytics, chatbot, and other emerging technologies.
- How is success measured?

3. What staff development activities has the business conducted during the qualifying period?

- These may include in-house training, incentives, supplier information briefings, etc.
- How have these initiatives improved your business?
- Provide results e.g. increased customer satisfaction, lower staff turnover, etc.

4. What value do you deliver to your suppliers, and how do you report on this?

- Briefly outline the key areas where your business interacts with and supports suppliers.
- Summarise the ways your business provides values to suppliers. Consider aspects such as market reach, increased bookings, customer insights, marketing and promotional support, and/or operational efficiencies.
- How do you measure and report the value provided to suppliers; how is this information presented back to the supplier. For example, sales growth, feedback summaries, meetings.

5. Judges' choice question.