

## **TOP OPTA 2023 – FAQ**

### **Question: When is the deadline for entering?**

20 February 2023

### **Question: When is the best time to submit the application?**

Ideally, send your application in as soon as you decide to participate. You then have a plentiful time allowance to complete the process. You can consult everything with the competition administrator and finalise every detail for the jury.

### **Question: I am asked to give a brief description of the exhibit in the application form. My description does not fit in the box – what should I do?**

Nothing bad happens. You fill in the application form in pdf and save it. The exhibit description will be visible in the electronic application in the scroll-down menu and can be further worked with. In case you are not sure, send us the characteristic as an attachment to your application.

### **Question: Is it necessary to write the exhibit name and characteristics in English?**

Yes, it is necessary, because we put everything on the website in different language versions and translate all materials. Therefore, it is better for this information to come directly from you to avoid translation inaccuracies.

### **Question: What else do I need to submit with my application?**

The most important documents are the mandatory ones, which also include a commentary on the criteria. Supporting documents always complete the product information, so be sure not to underestimate them. Everything is specified in the competition terms.

### **Question: Why do I have to submit supporting documents electronically?**

Once the supporting documents are submitted, the competition administrator puts everything on a website dedicated for the TOP OPTA jury only. Before its actual meeting, every juror will read the submitted materials, so they arrive fully prepared. The advantage for you is that if there is any material that needs to be added, you are notified about it and thus avoid getting minus points for not submitting a document.

### **Question: When will I receive the invoice?**

After acceptance of your application, an advance invoice will be issued with payment details and will be sent to the email address provided on your application form. Therefore, once the application has been sent, you must also pay the registration fee based on the billing information provided on the invoice. After the end of the expo, we will send you a final invoice with the amount paid reconciled in the given billing period.

### **Question: How and when does the jury's evaluation take place?**

The evaluation jury meets on the day before the expo, i.e. 2 March 2023. It learns about the exhibits entered, these are assigned to individual jurors according to their specialisation, and they will study the exhibits. After reading the documents, the exhibits will be reviewed directly at the exhibitors' stands – starting from 13.00 o'clock (to be reminded and specified by the organiser). Afterwards, a jury meeting will take place, the outcome of which will be a shortlist of exhibits from which the jury will select those that will receive the TOP OPTA 2023 Awards.

**Question: When will the gala award ceremony take place?**

The results will be announced at the OPTA 2023 gala evening on 4 March 2023.

**Question: Best advice on how to sign up?**

Imagine you are giving information to a very experienced customer who wants complete information from you so that they can decide on your product. In short, they want comprehensive information, including visualisations, tests, protocols, etc. Why are you the best? What is it that you have, and your competitors don't?