

Global PA Awards Application Form

Section 1: Applicant Information

Full Name:

Job Title:

Company Name:

Work Email Address:

Phone Number:

LinkedIn Profile (optional):

Section 2: Nominator Information (if not self-nominating)

Full Name:

Job Title / Role:

Organization:

Relationship to the Nominee:

Email Address:

Section 3: Award Category

Select the category you are applying for (tick one):

- Global PA International Executive Assistant Award (for applications outside UK)
- Global PA Senior Executive Assistant Award
- Global PA Executive Assistant Award
- Global PA CPD Professional Member Award
- Global PA Office Manager Award
- Global PA Virtual Assistant Award

Which Award can I enter?

Global PA International Executive Assistant. This Award Category is open to International Executive Assistants who live and work in countries outside of the United Kingdom

Global PA Senior Executive Assistant is for Executive Assistants who work for Chairman, CEOs, VPs, Board Directors and HNWI in UK

Global PA Executive Assistant is for Executive Assistants who work for Senior Managers in UK

Global PA Office Manager is for Office Managers in the UK

Global PA CPD Professional Member is only open to Global PA CPD Professional Members, UK & International CPD Professional Members

Global PA Virtual Assistant is open to Virtual Assistants who run their own VA business in the UK

The **Award Winners** will be selected by our Panel of Judges. The Awards Presentation will take place at the Global PA Conference & Awards on Wednesday 4th November 2026. Grand Connaught Rooms, Great Queen St, Covent Garden, London WC2B 5DA.

Section 4: Executive Summary / Personal Statement

Please provide a summary (300–500 words) describing your role, achievements, and why you should be considered for this award:

Section 5: Key Contributions

A. Strategic Contribution – Describe how you have supported your executive and contributed to your organization's strategic goals:

B. Operational Excellence – Provide examples of how you've improved efficiency, implemented systems, or solved complex challenges:

C. Leadership & Influence – How have you supported others, led by example, or influenced workplace culture:

D. Innovation & Creativity – What new ideas or improvements have you introduced in your role:

E. Professional Development – List courses, qualifications, and ways you contribute to the EA profession:

F. Resilience & Adaptability – Share a time you overcame challenges or demonstrated adaptability:

Section 6: Testimonials / Endorsements

Please include one or two testimonials from your executive, manager, or colleagues:

Section 7: Supporting Documents (Optional)

Upload or attach relevant documents such as project briefs, event summaries, recommendation letters, or awards:

Section 8: Consent & Declaration

- I confirm that all information provided is accurate and truthful.
- I give permission for my name, photo, and story to be used for promotional purposes if I am shortlisted or win.
- I understand the judges' decision is final and no correspondence will be entered into.

Optional Section: Video Submission

Would you like to submit a 1–2 minute video introducing yourself and summarizing why you should win?

- Yes (Provide a YouTube/Vimeo/Drive link or upload)
- No