



Dear Amicale,

Congratulations on deciding to compete in this year's Receptionist of the Year, (ROTY), competition from AICR UK. Below you will find more information on this exciting competition and details on how to complete and submit your application!

THE COMPETITION

ROTY is a multi-stage competition for the UK section of the international AICR. You will compete against superb talent from the UK's best hotels, with the winner of the UK competition going on to attend and compete in the global contest, held in the Côte D'Azur, at the 2024 congress.

First Stage

Your completed application form together with your submitted video will be reviewed by the AICR UK committee members and our expert panel of judges. The deadline for submission is end of day on September 15th

Semi-finals

The semi-final interviews will be taking place virtually via Zoom and will be held in October 2023. All semi-finalists should dial in, in full uniform. Following the semi-finalist interviews, finalists will be contacted and announced the following week.

Finalist's workshop

Finalists will have an opportunity to all meet each other and be invited to attend an exciting, free online professional development workshop on the lead up to the finals in early November 2023. There will also be an opportunity for a short Q&A session with past winners and finalists of this prestigious award.

Final Stage & UK Receptionist of the Year Award Ceremony

The finalist interviews and role plays will be held in November 2023 at a Central London hotel. All finalists should attend in full uniform and be available throughout the day. Following the finalist interviews and role plays there will be an award ceremony in the evening at the same hotel. All finalists and their nominating managers are requested to attend the ceremony.

AICR Congress France 2024

The winner announced at the award ceremony in London, will go on to compete internationally against the receptionists from all the other AICR sections, for the World's Best Receptionist competition where the winner will receive the David Campbell Trophy to be held in France in February 2024.

PRIZES

Finalists

- Participation in the AICR UK Mentorship scheme
- One year's Junior Membership to the AICR UK
- A year's free membership with the Institute of Hospitality

Winner

- Participation in the AICR UK Mentorship scheme
- One year's Junior Membership to the AICR UK
- One week of cross-training at a UK 4* or 5* hotel of their choice (subject to that property's availability)
- Participation at the International Competition which will be hosted in France in February 2024
- A year's free membership with the Institute of Hospitality

APPLICATION PROCESS

1. Complete the application form, answering all questions and submitting a video to introduce yourself.
2. Ask the manager who nominated you to write a brief covering letter outlining the reasons you were put forward for this opportunity and signed confirmation that your General Manager has agreed in writing to the below terms and conditions.
3. Scan and send your signed application form (including a full-length and portrait style photo of you) along with your video and CV to roty@aicr.co.uk. The closing date for applications is 15th September 2023. You will receive an entry number as confirmation that your application has been received. Please contact us should you not receive your entry number by October 2nd.

TERMS AND CONDITIONS

- The person putting you forward must be a paid member of the AICR UK and currently work at the same hotel.
- All applicants must hold a permanent contract with the nominating hotel and must be employed as a receptionist or similar throughout the duration of the competition. Placement students, apprentices or rotational programs are not permitted to enter.
- Please be aware that you will need to be available to attend various stages of the UK competition which runs from August 2023 until February 2024.
- A maximum of two candidates can be nominated per hotel.
- The candidate is required to attend the competition for the stages mentioned above and if they win, and will be required to attend the International Competition in February 2024.
- They will need to be supported in attending the one week cross training at a UK hotel.
- As part of the entry process, we must have confirmation that any participation times (workshop, finals, Congress) will not be deducted from their annual holiday and will be paid at their normal rate.
- The winner must be supported by their Management Team to attend training sessions with the Receptionist of the Year representatives from the AICR UK Committee and as well should receive training sessions at their hotel in order to prepare for the International Competition.

This year's competition is proudly supported by the [Master Innholders](#) and [Institute of Hospitality](#). If you should have any questions or need any further assistance, please do not hesitate to contact the ROTY Coordinators and previous competition winners at roty@aicr.co.uk. In case you would like to have a look at previous competitions and their winners please visit our website on www.aicr.co.uk.

Good luck and we look forward to receiving your applications!

Rachael Stevens & Dean Mcvey

AICR UK Receptionist of the Year Competition 2023 Co-ordinators





AICR UK Receptionist of the Year 2024 Application Form

Applicant's Surname

First Name(s)

Hotel

Position

Start Date

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION EMAIL

1. A full length, portrait style photo of applicant dressed in work uniform
2. A PDF of the candidates CV
3. Video interview – guidelines below
4. Fully completed pdf of this application form

VIDEO SUBMISSION GUIDELINES

Your video should follow the structure below and answer the following questions;

1. Introduce yourself, tell us where you work and how long you have worked there.
2. If you could pick a cocktail to represent your hotel, what would it be and why?
3. Tell us what the competition means to you and why you are entering.
4. Who is your personal or professional inspiration?
5. What is your favourite part of your job and why?
6. If you could have one superpower to help you and your fellow Reception Team Members, what would it be?
7. What is the most memorable interaction you have had with a guest that made you proud to be a hotel receptionist?

Video should be a maximum of 7 minutes long.

Be creative!

The video should be filmed in an interview style and the camera should only be on the candidate

Please wear your uniform and film the video in your workplace.

Kindly note, this video may be published on our social media platforms and will assist the judges in getting to know the candidates before selecting the semi-finalists.

PERSONAL STATEMENT

WRITE A 400 WORD STATEMENT, ON THE FOLLOWING;

Why you work in hospitality and what you are looking to achieve in your career in the immediate and medium term.

NOMINATING MANAGER STATEMENT

IN 400 WORDS OR LESS TELL US;

Why is your candidate the future AICR UK receptionist of the year?

ADMINISTRATION

Applicant's Full Name:

Applicant's Email:

Applicant's Signature:

Date:

Nominated by:

Email:

Title:

TO THE GENERAL MANAGER – TERMS AND CONDITIONS

- The nominator must be a paid-up member of the AICR UK and currently working at the same hotel.
- All applicants must hold a permanent contract with the nominating hotel and must be employed as a receptionist, or similar, throughout the duration of the competition. Placement students are not permitted to enter.
- A maximum of two candidates can be nominated per hotel.
- The candidate will need to be available to attend the various stages of the UK competition and if they win, they will be required to attend the International Competition which will be hosted in the **Côte d'Azur** in 2024.
- The winner of the UK competition will need to be supported in attending the one-week cross training at a UK hotel within 2024.
- As part of the entry process, we must have confirmation, by signature below that no competition time will be deducted from their annual holiday allowance and will be paid at their normal rate.
- **As the competition progresses, we would like permission to use the hotel and candidate's names on our social media channels.**

GM Name:

Email:

Signature:

Date: