



## Chamber of the Year Application Submission Tips

### New this Year:

- ACCE has updated the Chamber of the Year application process. Chambers will no longer submit a single PDF file as shown on the [Chamber of the Year](#) web page. Instead, all responses will be entered directly into a Jotform, with supporting documents uploaded as attachments where prompted.

### Tips for Completing your Application:

- **Jotform:** All applications must be submitted through the Jotform survey listed on the [COY webpage](#). **Email applications will be denied.**
- **Preparing Your Responses:** Finalize all written responses and gather supporting documents in your own private folder before beginning your submission in the Jotform. Copy your responses into the Jotform and upload your documents only when you are ready to submit. Avoid drafting directly in the form or leaving it open for extended periods, as progress may not be saved.
- **File sizes:** Each file upload in the Jotform application is limited to 10 MB (approximately 10,000 KB). Please check all file sizes before uploading your documents.
- **Compress Large Files:** Compress any files larger than 10MB (or 10,000KB). Many free tools (like [Adobe](#)) can help reduce file size.
- **File Names:** Name your files clearly and concisely by listing what the file is first, followed by your chamber name. Shorter file names are easier to read on your final review before submitting. Examples:
  - StrategicPlanChamberABC
  - BudgetChamberABC
  - FinancialStatementChamberAB
- **Confirmation email:** After submission, you will receive a confirmation email from Jotform with your responses.