



CHAMBER OF THE YEAR



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 Submitting 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 Jotform or leaving it open for extended periods, as progress may not be saved.

Design & Formatting Guidance:

- Section 2, Part 3 (Marketing Pieces & Publications) is the only section of the application where graphic design and visual presentation will be evaluated. Submissions in this section should reflect your chamber's brand, creativity and overall quality of marketing materials.
- For all other sections, scoring is based on content only, not visual design. That said, applicants should ensure that all written responses and

supporting documents are easy to comprehend, clearly organized and well-structured.

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.

Compressing Large Files

- Compress any files larger than 10MB (or 10,000KB). Many free tools (like [Adobe](#)) can help reduce file size.

Hyperlinks

- Please ensure that all hyperlinks included in uploaded documents are accessible to individuals outside of your organization.
- Avoid using SharePoint links; instead, use platforms such as Google Drive or Dropbox, and confirm that access is set to “anyone with the link can view.”
- Have someone outside your organization test each hyperlink to confirm that every document is fully accessible.

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

-FinancialStatementChamberABC

Confirmation email

- After submission, you will receive a confirmation email from Jotform with your responses.