

## **Applicant Guidelines – Digitalization Achievement Extra Mile (AI ERA) Award**

### **1. Introduction**

The Digitalization Achievement Extra Mile (AI ERA) Award recognizes Facility Management service providers who have demonstrated successful implementation of digital technologies and smart systems to enhance Facility Management performance, operational efficiency, and service quality.

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### **2. Eligibility**

- Facility Management service providers
  - FM contractors and operators
  - Projects may be completed or ongoing
  - One submission per company per category
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### **3. Submission Requirements**

- One consolidated PDF file
  - Recommended length: 10–15 pages
  - Language: English
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### **4. Suggested Submission Structure**

*(This directly answers Step 2 questions)*

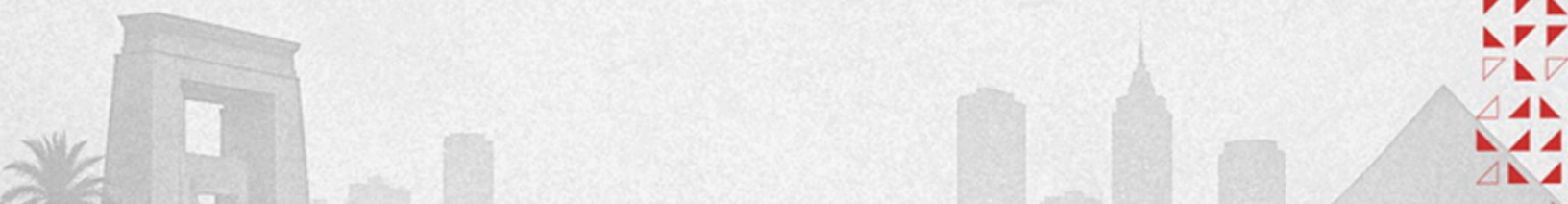
#### **Section 1: Company Overview**

Provide a brief overview of the organization and scope of Facility Management services.

#### **Section 2: Digitalization Objectives**

Explain how digitalization objectives were defined.

This may include:



- Alignment with company strategy
- KPIs, timelines, or transformation roadmap

### **Section 3: Resource Allocation and Execution**

Describe how resources were allocated to implement digitalization initiatives, including:

- Budget and investment
- Internal teams or external partners
- Training and change management
- Technology selection process

### **Section 4: Application of Digital Solutions**

Explain how digital systems were applied and integrated within Facility Management operations.

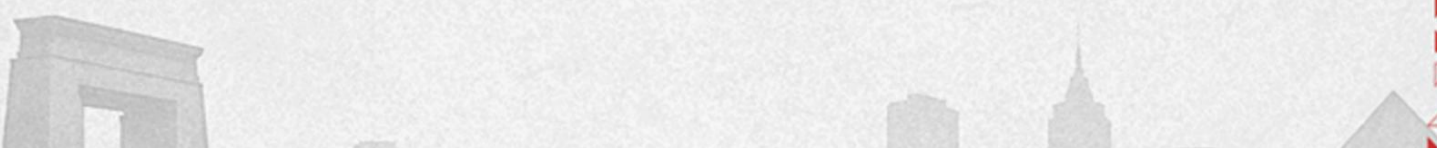
Examples include:

- CAFM systems
- BMS integration
- Mobile applications
- BIM or data platforms
- Automation and reporting tools

### **Section 5: Measurable Impact and Results**

Demonstrate the impact of digitalization using measurable outcomes such as:

- Improved operational efficiency
- Cost savings
- Reduced downtime
- Enhanced safety and compliance





• Improved workforce productivity  
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## Section 6: Supporting Evidence

Include charts, dashboards, screenshots, reports, certifications, or third-party validations where applicable.

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## 5. Evaluation Criteria

Submissions will be evaluated based on:

- Relevance to Facility Management
  - Clarity and structure of submission
  - Effectiveness of digital implementation
  - Measurable operational impact
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## 6. Important Notes

- All submitted information will be treated as confidential
  - The organizing committee may request additional clarification
  - Incomplete submissions may not be considered
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