



Dear Amicale,

Congratulations on deciding to compete in this year's Receptionist of the Year, (ROTY), competition from **Amicale Internationale des Sous Directeurs et Chefs de Réception des Grand Hôtels (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 Athens at the international congress in March 2025!

- *First Stage*

Your completed application form together with your submitted video will be reviewed by the AICR UK committee members and selected semi-final judges. The deadline for submission is end of day on September 13<sup>th</sup> 2024

- *Semi-finals*

The semi-final interviews will be taking place virtually via Zoom and will be held Week commencing **21<sup>st</sup> October 2024**. 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 workshop on the lead up to the finals in early November 2024. There will also be an opportunity for a short Q&A session with past winners and competitors too*

- *Final Stage & UK Receptionist of the Year Award Ceremony*

The finalist interviews and role plays will be held at the *Corinthia London*, on the **25<sup>th</sup> November, 2024**. 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 Athens 2025*

The winner announced at the award ceremony in London, will go on to compete internationally in Athens, March 2025 against the winners from all the other AICR sections globally, for the David Campbell Trophy.

### **Prizes:**

#### Finalists

- Participation in the AICR UK Mentorship scheme
- One year's Junior Membership to the AICR UK

#### 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 Athens in March 2025.

### **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](mailto:roty@aicr.co.uk). The closing date for applications is 13<sup>th</sup> September 2024. 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 2<sup>nd</sup>.

### **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 2024 until March 2025.
- 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, will be required to attend the International Competition in March 2025.
- 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.

If you should have any questions or need any further assistance, please do not hesitate to contact the ROTY Coordinators at [roty@aicr.co.uk](mailto: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](http://www.aicr.co.uk).

Good luck and we look forward to receiving your applications!

**Rachael Stevens, Dean Mcvey & Emily Gilson Jones**  
**AICR UK Receptionist of the Year Competition 2024 Co-ordinators**