

## Guidelines

1 March 2008

### 1. Introduction

Since 6 years the EUROPEAN BIOTECHNICA AWARD is organised by Deutsche Messe AG, Hannover, organiser of BIOTECHNICA, Europe's biggest exhibition for biotechnology. The AWARD is now endowed with about 100,000 Euros and will be presented annually. This year's Award Ceremony will take place on the occasion of the opening ceremony of this year's BIOTECHNICA on Monday, 6 October 2008, in the Convention Center on the Hannover Fair Ground.

Participation in the competition is voluntary and free of charge.

This AWARD is devoted to small and medium-sized European enterprises in the fields of biotechnology or the life sciences with proven success in launching innovative products or services, or in implementing promising new business concepts. To qualify for the competition, applicants must have a successful track record of at least two years in the above markets. As such, established newcomers qualify to participate, but not recent start-ups.

### 2. Confidentiality

All information submitted by the applicants will be treated confidential and will solely be used for the purpose of the EUROPEAN BIOTECHNICA AWARD and will not be disclosed to any third party.

The applications will be evaluated by an independent jury of experts in a non-public procedure. Details on the jury, the partners and sponsors, as well as the procedure are published at [www.biotechnica-award.de](http://www.biotechnica-award.de) and in the official AWARD announcement. Please notify us if any of the jury members should be excluded from evaluating your application because of potential conflicts of interest, e.g. regarding competitor status.

If you have any concerns regarding the confidentiality of information submitted in connection with the EUROPEAN BIOTECHNICA AWARD, please contact the organisers.

For the announcement of the finalists and the winner of the AWARD no confidential information will be used and disclosed to any third party without prior consent of the applicant.

### 3. Legal framework

The applications will be evaluated by an independent jury of experts in a non-public procedure. The jury's decision shall be considered final, with no express or implied right to legal recourse. Details on the jury and the procedure are published at [www.biotechnica-award.de](http://www.biotechnica-award.de).

Persons or companies involved in organising or promoting the EUROPEAN BIOTECHNICA AWARD are excluded from participation, including AWARD sponsors and contractors.

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#### **4. Application form and additional documents**

Participants in the EUROPEAN BIOTECHNICA AWARD can be either nominated by the official national association of biotechnology industries of the participating company's home country or the AWARD organizers. It also will be accepted if any company desires to apply directly. Any company nominated by any party or applying directly needs to fill out the "EBA - Application Form" completely.

All information necessary for application will be requested in the "EBA - Application Form" a Microsoft Word® form. The grey fields are for your entries, which you can either type in or enter by copy and past. In addition there are some questions to be answered on separate sheets. For application, the Application Form has to be filled out completely, and the additional questions need to be answered as far as possible. Please keep your answers short and concise.

For additional information for the jury, we would ask you to attach your annual report of last year(s) as well as your current business plan. Where applicable, please attach descriptions of your products/services. Application Form and attachments should be provided as computer files preferably. Graphics and brochures should be sent by e-mail as Adobe Acrobat® (PDF) files or any other suitable file format to [apply@biotechnica-award.de](mailto:apply@biotechnica-award.de).

Please note, that is only guaranteed that the "EBA - Application Form" will be read by the jury. There is no must to evaluate the additional documents provided.

All forms and documents must be submitted in English.

#### **5. Definition of small and medium-sized enterprises (SME)**

The EUROPEAN BIOTECHNICA AWARD is intended for small and medium-sized European enterprises in the fields of biotechnology or the life sciences. The ideal applicant will appear as follows:

- a) a company not younger than three years
- b) number of employees about 30 to 350
- c) annual balance sheet total (excluding liquid funds) no greater than EUR 30 million.  
(liquid funds = cash on hand + cash on bank + short term securities investments).
- d) annual turnover no greater than EUR 100 million
- e) the company should have generated turnover from products and services at least for the last year

- f) independent in the sense that only up to 25% of the firm's capital is in the possession of any non-SME company or company group. This rule does not apply to Venture Capital or Private Equity firms owning shares of the applicant.

## **6. Contact**

In case of any queries, please contact Dr. Detlef Lobas – International Business Development (see below).

## **7. Organisers**

The EUROPEAN BIOTECHNICA AWARD is organised by

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