

5. ANNOUNCEMENT OF SHORT LISTS AND AWARDS

Release of information concerning the Short Lists and Awards is the responsibility of the National Executive, though the assistance of Branches in compiling media and mailing lists is required. The phrase “Children’s Book Week” will be used in all publicity and related publications, and the Benefactors and Major Donors of the Children’s Book Council of Australia Awards Foundation will be acknowledged. The release of information should be designed to feature the work of the Children’s Book Council of Australia.

5.1.2 The Short Lists will include the name, address, phone and email of the National President and/or the CBCA Media Consultant.

5.1.3 The National Executive will advise the 2011 Annual General Meeting when the Short Lists will be announced in 2012. No individual or organisation will be allowed information concerning the Short Lists prior to the public announcement.

5.1.4 *Reading Time* will produce the *Short List Information* book. The Awards Coordinator will provide the editor of *Reading Time* with any pertinent information in hand.

5.1.5 The Short Lists will be posted on the CBCA Website on the day of the announcement at 12 noon EST. The Notables list will be posted at 9am AEST on the same day.

5.1.6 Notables annotation of shortlisted books will be posted on the CBCA website ASAP.

5.2 Release of Information Concerning Award Winners and Honour Books

5.2.1 Award decisions remain confidential to the Judges, the National Executive and the Awards Coordinator until the official notifications are made, with the exception of those listed in **5.2.2**.

5.2.2 The National President will inform the National Office and, through them, the Branch Presidents, CBCA web manager and NE of the Award Winners and Honour Books by mail 28 days prior to the official presentation.

5.2.3 The Awards Coordinator will inform the authors, illustrators and publishers of all shortlisted titles by mail 28 days prior to the announcement. Where the book is a Winner or Honour Book, this information will be included. All will be sent an invitation to the official presentation.

5.2.4 The CBCA Publicity Officer will forward a media release to literary editors, editors of newspapers and other media contacts nominated by the Branches and/or the National Executive 28 days prior to the official presentation.

5.2.5 Awards information will be marked **CONFIDENTIAL** and the **embargo date** will be marked on the first page and on the envelope. The Release time will be included on the first page of the Awards information.

5.2.6 Confidentiality of Award Winners and Honour Books will be maintained until the official presentations are made by the National Executive at a public function to be held at noon, AEST, on the third Friday in August, the day before the start of Children’s Book Week.

5.2.7 The details of Award Winners and Honour Books will be posted on the CBCA Website on the day of the announcement at 12 noon AEST