

How to Prepare an Effective Award Nomination

Why take the time?

- Preparing an effective nomination is the key to presenting the accomplishments of a candidate to the award committee
- SPE Awards are very competitive! Award committees review many excellent candidates.
- International committees may not know your candidate.
- You must communicate to the committee using the nomination. Writing is important.

Why is writing important?

- Award committees rely on concise and complete nominations.
- Well written nominations allow committee members to use their time effectively.
- Poorly prepared nominations will not highlight the technical or service accomplishments of your candidate.
- You must communicate effectively to give your candidate a good chance.

Keys to a Good Nomination

- Start early - The call for nominations begins in November
- Work with a team. Delegate tasks to team members – research, recommendations, writing.
- Research the award criteria and the candidate.
- Write a well-documented argument.
- Arrange for or collect letters of recommendations (international only)
- Complete nomination form.
- Submit by the deadline

Review and Select the Appropriate Award

- International or regional?
- Technical or service?
- Technical discipline and sub discipline?
- Current professional member of SPE?
- Age?

Who is Not Eligible?

- SPE Board of Directors

- Award Committee Members (nominated award only)
 - Current and for 2 years after service
- Honorary Members
- Members ordinarily resident in countries sanctioned by the US and EU
- Student Members
- You cannot nominate yourself

Complete a Nomination Form

- All nominations must be made online.
- Choose an [international](#) or a [regional](#) nomination form.
- Log in using your SPE email address and password.
 - Use the login help link or contact [SPE Customer Service](#) if you do not know your login information.
- Search using candidate's full name or email address. Use the filters to narrow the choices.
- Find your candidate and select the name with SPE membership. The form will populate basic information for you.
- Enter all required information on the form.
- You can save a draft, but must submit to complete the nomination by the deadline.
- Once submitted, an email will be sent to your candidate with a link to upload their CV/Resume.
- International nominations remain active for 3 years. Regional nominations are active for 1 year.

Provide Justification

- Write a concise, one-sentence statement explaining why your candidate should receive the award. (required)
- Provide specific examples of your candidate's work that support the award criteria (required)
 - This is your opportunity to communicate the best qualifications of your candidate to the judges.
 - Provide a full and complete statement of the reasons for proposing the candidate and include specific examples that support the award requirements
 - Include a record of the candidate's professional and industrial achievements in sufficient detail to enable to the committee to pass judgment on the candidate's worthiness to receive the award.

Provide Recommended Documentation (For international awards only)

Professional history:

- Education

- Job experience
- Company affiliations
- Licenses and certifications
- Organization membership

Optional Documentation (For international awards only)

- Major Accomplishments
 - Worldwide
 - Local
 - Company
 - Academic
 - Public Service
- A list of the five publications that represents the candidate's best work

Solicit Support (For international awards only)

- You can collect 3 letters from colleagues familiar with the candidate's work to support the nomination.
- Or you can submit email address of colleagues to request letters of recommendation.
- Letters should contain specific examples that support the award requirements.
- Letters are highly recommended, but not required.

Nominations are Confidential

- All SPE Award nomination materials are confidential.
- SPE staff can only provide the name of the candidate, the nominator, and the award.
- Members cannot review nomination forms or support letters they did not provide.
- Candidates cannot review the nomination.

Meet the Deadline

- The call for nominations begins in November.
- All SPE award nominations and letters of support must be received by 15 February.
- Regional Directors may extend their regional award deadline to 15 March.

Regional Recipients

- Regional technical and service award recipients become candidates for equivalent international awards in the following year.

- These nominations can be updated and letters of recommendation may be submitted for international consideration.
- If a regional award recipient’s international nomination is updated, it will have the full 3 years of consideration at the international level. If not updated, the nomination will expire after 1 year.
- International award selection committees may choose not to review incomplete or inadequate nominations.

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