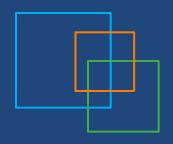


TIPS FOR COMPLETING A NOMINATION



AWARD NOMINATION SUBMISSION

The nomination form cannot be submitted until all required fields, which are denoted with a red asterisk, are completed and letters are attached.

IMPORTANT: The nomination form does not allow you to exit and then return to complete your nomination. Therefore, make sure you have all your documents ready before hitting the submit button!

DO DON'T

- ✓ Convey the nominee's worthiness for this award with specific, accurate, and succinct examples
- ✓ Identify how the nominee's achievements meet the award criteria in the citation
- ✓ Explain how this award differs from any previous ASME honors the nominee has received
- ✓ Construct the citation as if it will be used in written correspondence, verbal presentations, and to audiences outside the technical discipline of the award
- ✓ Include sufficient information in the nominee's bio, qualifications, and work product for the award review committee to assess the nomination
- ✓ Verify that at least one of the four reference letters come from a current ASME member
- ✓ Describe how the nominee's listed work product supports the achievement honored by this award
- ✓ Link or attach media and other supporting materials as an appendix

- **X** Provide the nominee's complete biography unless relevant to the award (e.g., a lifetime achievement award)
- ★ Make the citation overly broad in scope; it may prevent the nominee from receiving future awards from ASME
- X Obtain more than one letter of recommendation from the nominee's employer
- **X** Exceed space allotment for the nominee's citation, bio, qualification, work product, and letters of recommendation
- **x** Provide a comprehensive list of the nominee's publications and other work product
- **X** Attach crucial information for vetting the nominee's achievement as an appendix
- **x** Provide an exhaustive list of appendices

QUESTIONS?