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#### REGION 1 AWARDS NOMINATION FORM

1. Provide as much of the following on the nominee as is readily available to you.

LAST NAME FIRST NAME MIDDLE INITIAL

##### NOMINEE IEEE MEMBERSHIP NUMBER SECTION

ADDRESS

##### CITY STATE POSTAL CODE

TELEPHONE EMAIL ADDRESS

2. Award category for which candidate should be considered:

 Professional Category \_\_\_\_ Lifetime Service Category \_\_\_

3. Professional Awards

**□** 3A - Technological Innovation (Academic)

For distinguished development, advancement and pursuit of the IEEE’s technical objectives

**□** 3B - Technological Innovation (Industry or Government)

For significant patents, for discovery of new devices, development of applications or exemplary contributions to industry or government

**□** 3C - Managerial Excellence in an Engineering Organization

 For managerial excellence in organization, leadership, design and development

**□** 3D - Outstanding Teaching in an IEEE Area of Interest (University or College)

 For outstanding contributions to education in an area of interest to the IEEE

**□** 3E - Outstanding Teaching in an IEEE Area of Interest (Pre-University or College)

For improving communications between the IEEE and a student body; for support and service to a student body; for service and leadership to the student community

**□** 3F - Enhancement of the relationship between IEEE and Industry

 For significant contributions in an enhanced IEEE-Industry relationship

**□** 3G - Enhancement of the IEEE or Engineering Profession’s Image with the Public

 For significant contributions in developing an IEEE-Public relationship

**□** 3H – Outstanding Support for the Mission of the IEEE, MGA, Region 1 and Section

For outstanding service to the IEEE at the Chapter, Section, Region, MGA or National level

4. Lifetime Service Award

**□** 4A - The William Terry Distinguished Service Award

This award is intended to recognize those whose personal efforts have provided leadership, creativity, guidance, hard work and inspiration in a wide range of IEEE activities over a long period of time.

5. Suggested wording for the citation

*<Insert citation>*

6. Enter, in less than 200 words, a summary of the contribution(s) that you believe warrants this nomination specific to the award

*<Insert contribution(s)>*

7. IEEE and job-related experience (biography) related to award, in less than 1 page

*<Insert experience, no more than one page will be considered>*

8. Form submitted by:

LAST NAME FIRST NAME MIDDLE INITIAL

##### SIGNATURE

##### NOMINATOR IEEE MEMBERSHIP NUMBER SECTION

 SECTION CHAIR SIGNATURE (1)  DATE IEEE MEMBERSHIP NUMBER

ADDRESS OF SECTION CHAIR

##### CITY STATE POSTAL CODE

TELEPHONE EMAIL ADDRESS

Section Chair or Section Awards Committee Chair

Please sendnomination to: Region 1 Awards and Recognition Chair, jason.k.hui@ieee.org

**Only one nomination per email with nominee's name in subject.**

**Send attachment in Word format with nominee’s name in filename.**

*Note:*

(1) If the nominee is the Section Chair, please obtain the signature of the Vice Chair. If the Section does not have a Vice Chair, obtain the signature of the Secretary or Treasurer. If the nominee is a Region 1 Board member, please obtain the signature of Region 1 Director or Director-Elect.

REGION 1 AWARDS GUIDELINES AND REQUIREMENTS

***DEADLINE: Submission is due no later than Wednesday, April 19, 2017 11:59 ET***

***NOMINATION GUIDELINES AND REQUIREMENTS:***

* Only IEEE Region 1 members are eligible to receive a Region 1 Award.
* Any IEEE Region 1 Chapter, Subsection, Section or Council may sponsor a nomination for a Region 1 Award.
* The nomination form can be obtained on the Region 1 website.
* Members of the Region 1 Awards and Recognition Committee are not eligible for Region 1 Awards.
* **A minimum of five (5) years of significant and sustained service** as an IEEE volunteer in any capacity at the Chapter, Affinity Group, Subsection, Section or Region level (Category 3H) or enhancing relationships between IEEE & Industry (Category 3F) or enhancing and improving the image of IEEE with the public (Category 3G).
* **Nominees shall be limited to no more than one (1) Region 1 Award every four (4) years.** The year after the award is received counts as the first year. For example, if an individual wins an award in 2000, then that individual would be eligible for another Region 1 Award in 2005 and after.
* CV’s or resumes are not required for award submittal, however, there must be sufficient documentation describing experience and qualifications to justify the nomination submittal for the particular award category.
* Nominations must be reviewed and approved by the Section Executive Committee in executive session prior to submittal for Region 1 Awards and Nominations Committee review. **Nominees shall not be informed of their nomination nor of the results of any Executive Committee deliberations.**
* The number of Region 1 awards to be given in any calendar year will not exceed 0.1% of the current Region 1 membership.

***SUBMISSION REQUIREMENTS:***

* Complete and signed Region 1 Awards Nomination Form.

*Notes:*

1. All submissions must be made using this form. **Any submissions not using the proper form or are not fully completed will not be reviewed.**
2. The Section Awards Committee Chair or the Section Chair shall review and assist nominators in the preparation of award nominations.
3. Endorsed nominations by the Section Chair and Section Executive Committee will then go to the Region 1 Awards and Recognition Committee for review and possible recommendation to the Region Assembly who may or may not approve the nomination. All deliberations are held in executive session and no information or feedback is to be expected during the process.
4. If there are any questions, please contact the Chair of the Region 1 Awards and Recognition Committee.
* The Section Chair's signature is considered as an endorsement of the nominee from the Section. Please make sure the date of the application is entered. Email received from Section Chair will be considered as an electronic signature.

***ADMINISTRATION AND PRESENTATION:***

* The Region 1 Awards and Recognition Committee will make a determination as to which nominees should receive an award and then will submit a formal recommendation to the Region Assembly. The Assembly will meet in executive session to review and vote to approve the Region 1 members who will receive awards.
* The award recipients will be announced at the annual Region 1 Meeting, which is normally held in the summer of each year.
* All nominations that are received within the award year and by the deadline will be reviewed by the Region 1 Awards and Recognition Committee.
* Award plaques will be given to Section representatives for distribution at their respective annual award ceremonies. The formal presentation of the awards shall be made by the Region 1 Director or by his/her designee, at an appropriate time and location.

For Official Use Only

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Reviewer:

Eligibility

* Section Chair Approval (Yes, No)
* Region 1 Member (Yes, No)
* Last Award Greater than 4 Years Ago (Yes, No)

Evaluation

* Citation Wording Appropriate (Yes, No)

* Contribution Sufficient and Matches Award (Yes, No)
* Approve (Yes, No)
* Comment

- Priority (1, 2 or 3)