

Region B Awards Nomination Package Contents

The following files must be submitted **electronically** in **Microsoft Word or PDF file** in the following format: 'AwardTitle_LastName_FileTitle'. The 'FileTitle' will be NominationForm, FormalStatement, Biography, Photo, ProfessionalResume, SWEResume, and Letter_RecommenderName.

1. Nomination Form

- a. The Nomination Form is included in this Awards Packet.
 1. Save File as 'AwardTitle_LastName_NominationForm'

2. Formal Statement

- a. In 3,500 words or less please highlight the nominee's achievements in the area for which he/she is being nominated.
- b. Content for the Format Statement should cover the **Main Criteria** of the award. The candidate will be judged based on the requirements of the **Main Criteria**. This information can be found in the **Main Criteria** section of each award.
- c. Save File as 'AwardTitle_LastName_FormalStatement'

3. Biography

- a. In 500 words (maximum) please submit a biography of the nominee. It should focus on the criteria for the award and address the reasons that the individual is being recognized for this specific award. It should be written in a manner in which anyone (technical or non technical) can understand what the nominee has accomplished. This biography will be used in SWE publications as well as in press releases.
- b. Save File as 'AwardTitle_LastName_Biography'

4. Photograph

- a. One digital color photo (head shot) with a minimum 300 dpi resolution (jpeg file), suitable for use in national publications.
 1. Save File as 'AwardTitle_LastName_Photo'

5. Professional Resume

- a. There are no formatting requirements for the Professional Resume. This allows those who have Professional Resumes to use their current format. This also gives those who do not have Professional Resumes an opportunity to create it, as they desire.
- b. The Professional Resume should clearly identify the years of experience of the nominee and it should include information such as Education, Work Experience, Professional Affiliations, Community Activities, Publications, and Professional Accomplishments, as it pertains to the candidate.
 1. Professional Resume must be submitted in a Word Document or PDF File ONLY
 2. Save File as 'AwardTitle_LastName_ProfessionalResume'

6. SWE Resume

- a. SWE Activities (Include offices/chairs held at all levels and honors/awards with dates)
- b. Format in chronological order, most recent fiscal year first
 1. SWE Resume must be submitted in a Word Document or PDF File ONLY
 2. Save File as 'AwardTitle_LastName_SWEResume'

7. Letter of Recommendation from Nominator

- a. Letters of Recommendation should be supplied as required in each award description.
 1. Letters must be submitted in a Word Document or PDF File ONLY and
 2. Letters should be submitted **electronically** via email from the nominator's email address to RegionB_Awards@swe.org
 3. Save File as 'AwardTitle_LastName_Letter_RecommenderName'