

## CLEVELAND ENGINEERING SOCIETY 2016 HALL OF FAME AWARDS – NOMINATION GUIDELINES

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**Introduction:** The Cleveland Engineering Society (CES) Hall of Fame Award is the highest award given to an individual by the Society. It is presented to an engineer and/or other design/construction professional for the purpose of honoring his or her outstanding achievements or career in the field of engineering, architecture, construction, or related areas for the betterment of professional efforts beyond the day-to-day routine of a candidate's work and business with outstanding contributions to the profession, the public welfare, and/or humankind. Nominations should be made in consideration of the high caliber of some of the previous recipients.

**Qualifications/Method of Selection:** All engineers of recognized standing (preferably licensed professional engineers), licensed architects, construction professionals, and those in related professions in good standing are eligible for nomination. Nominations may be made by any CES member or professional in good standing.

The Design & Construction Conference Awards Committee makes the selection of the winner based on the Criteria for Judging listed on page two of this document. Preference is given to candidates who have consistently promoted social and professional interests.

**Nomination Format:** Nominations must be submitted according to the details outlined below in the Guidelines for Biographical Data for the Hall of Fame Awards. The candidate's information presented should be in two parts, Executive Summary and Supporting Materials. Personal contact information for both the person submitting the nomination and the nominee must be included. A photograph (headshot) will be required should the nominee be selected as the award winner.

Please read the "Award Criteria and Procedures" for each award and review the nomination form carefully before beginning entries.

**General Notes:**

1. Solicit the assistance of the person you are nominating.
2. Submit the information in the order it is requested.
3. Complete all information requested for the submittal.
4. Please print or type all information.
5. Should you need further assistance, please contact the Cleveland Engineering Society.

**Deadline:** All entries must be submitted by **Friday, January 15, 2016**. Nominations should be addressed to: Cleveland Engineering Society, 1768 E 25th St, Cleveland, OH 44114. Nominations may also be submitted electronically to CES Program Coordinator Rebecca Peterson at [rpeterson@cesnet.org](mailto:rpeterson@cesnet.org).

**Winner Notification:** Award recipients will be selected and notified by phone and USPS mail by **Friday, February 19, 2016**. Notification of the award will be made by the Cleveland Engineering Society's Program Coordinator. Awards will be presented at the awards ceremony held at the 64th Annual Design & Construction Conference on Thursday, March 2, 2016 at LaCentre Conference Center in Westlake. Full day conference tickets will be provided for the award winner and one guest.

## **Guidelines for Biographical Data**

### ***PART I: Executive Summary***

Part I should consist of an executive summary of not more than 500 words. It should be written to give a balanced, concise picture of the candidate as an engineer, a contributor to the profession, and society. Local and national importance should be highlighted.

### ***PART II: Supporting Material***

Part II should contain the detailed data that support each key item in the summary. As applicable, this section of the biography should cover, but need not be limited to, the following items:

1. Education;
2. Licenses held;
3. Memberships in both technical and non-technical organizations;
4. Professional experience;
5. Engineering research and development experience;
6. Technical and non-technical papers authored;
7. Patents held;
8. Service to the profession;
9. Service to his or her community and for the benefit of humankind; advisory assignments (particularly membership, commissions or boards of directors or trustees, etc.);
10. Honors or awards bestowed (technical, professional, governmental, educational and civic);
11. Unusual consulting and professional assignments - for example, but not limited to, appointed advisory assignments to government, State and National Boards, Commissions, etc.;
12. The individual and his/her family;
13. Unusual or interesting activities such as the arts, sports, etc; and
14. Contribution to the Cleveland Engineering Society, if any.

The above information are to be included in the biography as they apply, and should provide a clear portrait of the candidate as an important professional human being interacting with their profession, society, and the environment. Careful consideration will be given to the candidate's local activities, due to the nature of the awards; background items of national and international significance will also receive special attention

### ***PART III: Personal Information:***

Please include the candidate's contact information, including mailing address, phone number and email address.

### ***PART IV: Criteria for Judging***

1. Memberships in both professional and non-professional organizations
2. Service to the profession
3. Service to his/her community and for the benefit of humankind
4. Honors or awards bestowed (including national awards)
5. Local, state, regional and national professional or non-professional offices held
6. Local, regional, national or international activities of unique quality
7. Special local, state, regional, national or international advisory assignments
8. Professional contributions to Northeast Ohio community