

Instructions and information to submit an award nomination:

## **AWARD ENTRY PERIOD IS MAY 15 – AUGUST 15, 2023**

### **PORTAL**

Access to the IAEM Awards and Recognition Portal is available on the IAEM website and Membership Dashboard. All nominators must have an IAEM profile in order to submit an entry. There is no cost for creating a profile.

From the IAEM Awards 2023 Webpage, select the award nomination form you wish to submit, you will be prompted to login or create an account. From here, the nominator must search for the **nominee's** name and email address to start a new application. If the nominee has an IAEM account their account will appear below. See image.

The screenshot displays the 'Awards Application' page. On the left is a sidebar menu with options: IAEM DEI Initiative, IAEM Bulletin (+), IAEM Dispatch, IAEM Awards (-), a list of award programs and winners (2023, 2022, 2021, 2020, 2019, 2018, National Security Awards), and Scholarships (+). The main content area is titled '2023 Preparedness Award Application' and includes a description: 'The Preparedness Award recognizes outstanding accomplishments in Preparedness activities and services for constituencies served. No supporting materials are required for this award.' Below this is a 'Search Nominee' section with input fields for 'Last Name' (containing 'T') and 'Email' (containing 'Test@testing.com'). A 'SEARCH' button is to the right. Below the search fields is a table with the following data:

Select Nominee	Name	Email	Organization
<input checked="" type="checkbox"/>	Test Test	<a href="mailto:Test@testing.com">Test@testing.com</a>	

If the nominee **doesn't** have account, the nominator will need to create one. See image.

The screenshot shows the 'Awards Application' portal. On the left is a sidebar with links: IAEM DEI Initiative, IAEM Bulletin, IAEM Dispatch, and IAEM Awards (expanded). Under IAEM Awards, there are links for 2023 Awards Program, 2022 Awards Program, 2022 Award Winners, 2021 Award Winners, 2020 Award Winners, 2019 Award Winners, 2018 IAEM Award Winners, and National Security Awards. The main content area is titled '2023 Preparedness Award Application' and includes a description: 'The Preparedness Award recognizes outstanding accomplishments in Preparedness activities and services for constituencies served. No supporting materials are required for this award.' Below this is a 'Search Nominee' section with input fields for 'Last Name' (containing 'Testsss') and 'Email' (containing 'Test@testng.com'). A 'SEARCH' button is to the right. Below the search fields, it says 'No record found.' and provides a '+ CREATE NEW RECORD' button.

Select the nominee's name and the application will open.

Note: If you are nominating an organization, you will search for the organization's point of contact. The application will have a place for the nominee's name and contact information and the organization name.

Complete the application, reading each question carefully to ensure you're answering accurately.

At the bottom of each application, required supporting documents can be uploaded under "Supporting Documents." Select "Choose File" to upload a PDF of the required supporting document. All documents required, including Letters of Nomination and Letters of Support, **MUST** be uploaded in the portal where indicated for each award. Do not send documentation outside of the Awards Portal; it will not be considered.

#### Returning to an incomplete application:

Applications don't need to be completed in one sitting

#### Notes:

Award recipients who have received a lifetime award are *not eligible* for nomination of the same award.

Recipients of individual awards are *not eligible* for nomination of the same award in consecutive years.

Recipients of program awards are *not eligible* for nomination for the same award in consecutive years if the project/program is substantially the same.

For purposes of the awards, the United States is defined as the 50 states, the District of Columbia, and the territories of American Samoa, Commonwealth of Northern Mariana Islands,

Guam, Puerto Rico, the U.S. Virgin Islands.

**Judging:**

Judging will take place August 19 thru September 1. Notifications will be sent out on September 6

Recipients are expected to submit pictures and other requested documents to IAEM Headquarters by October 1.

Once the USA Awards and Recognition Committee confirms the selection of who will receive an award, IAEM Headquarters will notify the recipient, the nominator, and appropriate Region President and appropriate Committee or Caucus. Nominators who submit an entry that was not selected will also be notified. Authors of Letters of Support are not notified by IAEM.

The IAEM-USA Board of Directors tasked the Awards and Recognition Committee to evaluate award applications and select the recipient of each award. The decisions of the Committee are final. IAEM leadership does not review, approve, or referee these decisions.

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