

Instructions and information to submit an award nomination:

AWARD ENTRY PERIOD IS MAY 2 – JUNE 30, 2022

PORTAL

Access to the IAEM Awards and Recognition Portal is available on the IAEM website, Membership Dashboard. Non-members must register to obtain access in order to enter an award nomination. Upon opening the application, all applicants must search for the nominee's last name and email address to start a new application.

Nominators who are IAEM members may submit entries free. Nominators who are not IAEM members will be charged \$75 per nomination. If you are an IAEM member nominating an IAEM member, contact Rebecca Campbell about waiving the fee.

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.

Be aware that some of the entry fields have word count limitations.

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 will take place by the end of July. Notifications will be sent out in August.

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.