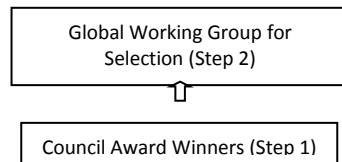# IAEM 2019 GLOBAL AWARDS COMPETITION GUIDELINES

Purpose of the IAEM Awards Competition

The purpose of the IAEM-Global Awards Competition is to recognize and honor persons who have made special or significant contributions to the field of emergency management and have represented the profession well by their outstanding performance. This in no way precludes IAEM Councils or Regions from establishing their own awards.

IAEM-Global Multi-Tiered Awards Competition

The IAEM-Global Awards Competition uses a tiered approach. Each IAEM Council's awards committee will judge the entries from their respective Council. The winners from each IAEM Council will be considered by the IAEM-Global Awards & Recognition Work Group for the Global Awards. A Global Award is selected only if there are winners selected for the same award in two or more Councils. If there are not two or more equivalent awards, then there is no Global level award.

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│   Global Working Group for  │
│     Selection (Step 2)      │
└─────────────────────────────┘
              ⇧
┌─────────────────────────────┐
│ Council Award Winners (Step 1) │
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How to Enter the IAEM-Global 2019 Awards Competition

All entrants compete and submit the same official awards entry form. Entries are judged on the Council level first. Only Council award winners in the categories listed below will be considered for IAEM-Global Awards. The IAEM-Global Awards Work Group issues a Call for Entries for the awards competition via multiple methods. Entries from each Council are submitted to IAEM HQ at the email address noted on the official entry form. Entries will be provided to each Council's awards committee or to whoever is designated head of the Council's judges' panel by the Council President. Each Council may also *separately* offer additional Council-level Awards at its discretion.

Program Period – Eligibility for Award

Activities or programs must have been implemented and used during the period of **January 1 to December 31, 2018** (calendar year).

2019 IAEM Global Awards Competition Schedule

- **Announcement of Call for Entries**: The first week in April 2019.
- **Entry Deadline**: Friday, May 31, 2019, 5:00 p.m., U.S. Eastern Daylight Time.
- **Judging of Entries**: during June 2019.
- **Notification of Entrants**: during July 2019.

IAEM-Global Awards

1. **Business & Industry Preparedness Award** (one winner) – based on excellence in implementing a program that plans for multiple hazards, sets implementation priorities, is cost effective, links all levels of the organization, and coordinates with local emergency response and management agencies. The program must be replicable by similar organizations in business and industry. This award is based on innovation and the ability to be replicated at no cost. IAEM defines Business & Industry as those for-profit companies that have major impact when disaster strikes. Examples include utility companies, private waste & sanitation districts, building supplies retailers, grocery stores, box chain stores, manufacturing facilities or any other private company. What preparedness programs have they initiated to prepare themselves, their employees, and/or to help your community beyond making financial or in-kind contributions and is more than traditional business continuity planning?

2. **Partners in Preparedness Award (Public/Private Partnership) (**one winner) – recognizes programs or processes that demonstrate innovative, multi-participant involvement between local governments/governmental entities and private sector businesses, non-governmental organizations/non-profits, public or private schools, or individuals which have resulted in effective and efficient incident management, emergency management or homeland security processes. Two award certificates are given for this one award: one for the local government agency partner and one for the supporting industry partner. Multiple awards may be granted at the discretion of the judging panel. This award is to showcase your local emergency management program and a specific partner whose collaboration made your community more prepared.

3. **Public Awareness Award** (newsletters, publications, public awareness campaigns, audiovisual products, public service announcements) (one winner) - recognizes outstanding public awareness programs or public education products related to emergency management, homeland security, public health preparedness, and/or disaster preparedness. This category is explicitly inclusive of Emergency Public Information (e.g., situation reports regarding a current emergency, use of Facebook/Twitter or some other communication channel to provide up-to- the-minute advice and situation reports to the public)

4. **Technology and Innovation Award** (software/hardware, equipment, databases, freeware, websites, mobile apps) (one winner) – recognizes the development of technology and innovation to improve emergency management operations, public education, or the emergency management/homeland security field**.** The winning project must be capable of being shared with IAEM members via a link from the IAEM website. Also, you will need to provide 1-3 screenshots that demonstrate the value of the entry. This award is not for products/ programs that you contracted with a third party for development, or for a project developed with grant funds obtained specifically for this purpose. This award is for what you (or your city/county/agency, etc.) developed on your own and can share with your peers.

5. **Student Council (Global Level) Awards**
   a. **Student of the Year** recognizes the Student Council Chapter who has made significant contributions in promoting IAEM and the Student Council and the field of emergency management through public awareness, increasing membership, showing leadership and initiative in education, and increasing the professionalism of emergency and disaster management
   b. **Student Ally Award (supporter of EM students)** for an individual (IAEM member or non-member) or organization that has assisted, promoted, or supported IAEM students in their activities in the field of emergency management and higher education. Examples could be individuals who ensured student involvement in emergency management programs or someone who guides students towards their degrees or CEM / AEM.

How Award Submissions Will Be Judged

All award submissions must not have received an award in a previous year. If a previously awarded project is submitted again, it must clearly show that there has been significant improvement or changes to the project since the previous award, and that it is substantially different.

In judging these five IAEM-Global award categories, the IAEM-Global Awards & Recognition Work Group evaluates award applications on the following areas:
1. **50% of the scoring of award applications is on content.**
2. **20% of scoring is for creativity, originality and design.**
3. **20% of scoring is for usefulness for intended audience and impact.**
4. **10% of scoring is on how replicable and adaptable the project is.**

% Weight	Area Description	Area Explanation	Detailed Criteria
50%	Content	The content should clearly explain "who, what, why, how, and where" in ways	• Is written in plain English, is understandable, and free of jargon, acronyms, and buzz-words? (Acronyms may be used if spelled out

		that make it clear why the project is award-worthy.	on first occurrence.) • Adheres to limits on the length in the number of words where applicable. • Explains how the program meets the criteria related to the award category. • Assumes that reviewers are **not** familiar with the submitter's agency, funding stream, workload, reporting structure, geographical area, or similar matters. • Uses good grammar & spelling.
20%	Creativity, originality and design	IAEM desires to support recognition of innovation and creativity, where the work is truly unique or expands and contributes in a new way to an existing idea.	• Is the design clear, easy to read, and accessible? • From an implementation point-of-view, is the project easy to execute? • How does the program is above-and-beyond and award-worthy in its originality and creativity? • This should NOT be part of an agency's ongoing initiative or requirement.
20%	Usefulness for intended audience and impact	Projects must show not only a benefit but a measurable impact on the applicable audience.	• How useful is the program to your agency, your partners, and to those who may choose to replicate it? • What has been its impact on the audience? • Did the submission clearly quantify the impact to the audience? • Does the submission include metrics – results from evaluations or any other data that can help a judge determine impartially what depth of impact the program has had with its intended audience?
10%	Replicability, adaptability	Projects should be able to be adopted and implemented in other jurisdictions if possible.	• There are no restrictions by copyright, proprietary software or content, or other ownership issues that would restrict or prohibit another agency, institution, or organization from adopting this idea, adapting it to meet local needs, and implement it. • No license, resale, or similar fees would be assessed to another agency to replicate or adopt the project. • Information can be provided on request to another IAEM member on the project to facilitate the project's replication elsewhere.

Some additional, overall points about IAEM Award judging:

- Avoid conflict of interest. If a judge knows the submitter well or has a relationship with the submitter's agency (e.g., works for them or is a contractor), then he/she will recuse him/herself from judging that award application. Please do not "politic" or contact members of the judging committee in advance of announcement of the winners.

- Awardees do not need to be present at the IAEM Annual Conference to win although they are strongly encouraged to participate in the conference. The IAEM-Global Awards Work Group is not informed about conference registration and does not consider it in decision-making.

Announcement of IAEM Awards Competition Results

The IAEM Awards Competition results will be announced by the IAEM-Global Awards Work Group. The winners named by each Council for the Global Awards categories listed above will compete for the IAEM-Global Awards in each IAEM-Global Awards Category.

IAEM-Global Judging Panel

- **Council Level Awards**: Judging of Council Awards for the 2019 Global Awards Categories listed above will be accomplished by the Council's awards committee, using the official IAEM-Global Awards criteria, as described in this document.
- **Global Level Awards**: Judging of Global Awards will be accomplished by the IAEM-Global Awards & Recognition Work Group, which will consider Council winners in determining Global winners, as described in this document.
- **Note**: The determinations of the judges will be final for both Council and Global awards.

Awards Presentation

- **Presentation of Awards**: Presentation of awards will take place at the IAEM Annual Conference in Savannah, Georgia, USA, at a date and place designated by the conference manager.
- **Awards Certificates.** IAEM Headquarters staff will generate award certificates for both Council and Global Awards. An announcement of Council Awards and Global Award winners will be posted on the IAEM-Global Web site at www.iaem.org/Awards.

Follow These Steps

- **Entry Forms**. All entry forms **must** be submitted in English on the official IAEM-Global Awards entry form via email as instructed on the form, no later than the submission deadline listed on page 1 of this document.
- **Supporting Materials**. The official entry form and all supporting materials **must** be submitted electronically via e-mail.
- Activity or programs must have been implemented and used during the program period of eligibility listed on page one of this document.
- **Only *one* entry may be submitted per award category**.
- Do *not* enter a single activity or program in more than one award category.
- Judges will review the entry form and all supporting materials, including but not limited to: reports, brochures, videos or photos. For web-accessible supporting materials for your entry, you must include the URL address link in your description. If supporting materials are not web-accessible, send the materials (in any language) as an electronic attachment via e-mail to your Council's contact person.
- **Special Note Regarding Technology & Innovation Award Entries**: When providing links to an online project, please try to give the judges panel a static URL link to the project or specific instructions to navigate to the proper page from your Home page. The winning project **must** be capable of being shared with IAEM members via a link from the IAEM Web site. Also, you will need to provide 1-3 screenshots that demonstrate the value of the entry.
- **Start with the requested summary (maximum 100 words)**. Then complete the full project description (four sections at no more than 200 words each). Be as detailed as possible, but choose your words carefully.
- **Concentrate on the need, the activity's goal, its impact (in terms of outcomes), and the significance of its success**. Numbers are very important as measurements of success, but also describe how the activity improved the lives of those involved or how it benefited society.

The following questions may help you decide how best to describe your program:
- When, why and where was the activity started?
- What were the activity's goal/objectives? How were they reached? How is your program innovative or an improvement over what has been done in the past?
- How did you/your organization's activity make a more prepared community, state, province, country? What were the measurable outcomes of the program? Can you describe your program's actual impact on people, communities? What type and level of financial resources did it take to implement this program? What sources provided the funds and/or in-kind services?
- How were your organization's members and other volunteers (numbers of persons, groups, businesses, government agencies, etc.) involved in this program?

- What has your organization done to ensure its long-term financial and operational sustainability in order to continue its ability to "make a better world"?

To review IAEM's vision and mission, please go to https://www.iaem.org/About**. If applicable, please review the following information for assistance in developing your entry**.

- **Scope of Project**. Questions to consider include: Is the program innovative in scope, originality or execution in comparison to other entrants? How many people benefit from the program? Did the program involve member work, and if so, was there a broad inclusion of membership, or was the project completed by outside consultants, staff or PR firms?
- **Public Relations Value**. Questions to consider include: Does the program serve a group of people or program area that has been identified as critical by national public policymakers?
- **Outcomes or Measurement of Objective**. How well-defined and measurable are the goals and objectives? How was society improved by the program? How many individuals' lives were positively affected or improved by this program? Can the program be easily replicated by other organizations?
- **Summary**. In addition to these criteria, please end your Program Description with a concise summary of why the program is enhancing emergency preparedness.