



IAEM-USA 2011 CAREER EXCELLENCE AND ACADEMIC RECOGNITION AWARDS COMPETITION GUIDELINES

The Previously Announced IAEM-Global Awards Competition

All IAEM-USA members are invited to consider entering the IAEM-Global Awards Competition. In that competition, there are 4 categories: Business & Industry Preparedness, Partners in Preparedness, Public Awareness, and Technology & Innovation. This competition was announced on May 5, 2011, via email to all IAEM members, and the guidelines and official entry form are posted at www.iaem.com/Awards.

The Additional IAEM-USA ONLY Career Excellence and Academic Recognition Awards

In addition to competing for IAEM-Global Awards, the IAEM-USA Council offers these **two additional categories for U.S. entries only**:

Note: These two awards cannot be self-nominating.

1. **The Career Excellence Award** recognizes a national leader who has made significant contributions throughout his/her career to promote and improve the emergency management profession in the USA.
2. The **Academic Recognition Award** recognizes a U.S. academic leader or institution that has made a significant contribution to the formal education of students pursuing a career in emergency management or through research and development of paradigms or standards that have helped shape the broader field of emergency and disaster management.

These guidelines and the official entry form for these two IAEM-USA only award categories are posted at <http://www.iaem.com/about/awards/IAEM-USAAwards.htm>.

How We Judge! What We Look For!

In judging these two IAEM-USA *only* award categories, the IAEM-USA Awards Committee looks for these qualities in award applications:

60% of the scoring of award applications is on content.

The content should clearly explain “who, what, why, how, and where” in ways that make it clear why the project is award-worthy.

Further, the content:

- is written in plain English, is understandable, and free of jargon, acronyms, and buzz-words.
- 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.
- does *not assume* that reviewers are familiar with the submitter’s agency, funding stream, workload, reporting structure, geographical area, or similar matters.
- uses good grammar and spelling.

20% of scoring is for 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.

Good design goes a long way toward impressing users (and judges!) Is the design clear, easy to read, and accessible? From an implementation point-of-view, is the project easy to execute?

Describe how the program is above-and-beyond and award-worthy in its originality and creativity. Programs that are true initiatives based on good ideas are more likely to earn points in this category than programs that would have to be done anyway as part of the agency's ongoing requirements.

Please avoid submitting an application for an award for the same project from your agency that was nominated for an award (in any category) in a previous year unless you can *clearly* demonstrate that the project has significantly changed, been improved or enhanced. Awards are not given the next year for last year's runners-up.

20% of scoring is for usefulness for intended audience and impact.

How useful is the program to your agency, your partners, and to those who may choose to replicate it? What has been its impact? It is useful to 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.

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. While we very much encourage everyone to participate in the conference, the IAEM-Global Awards Work Group is not informed about conference registration and does not consider it in their decision-making.

Announcement of IAEM-USA Only Award Results

The results of the judging for these two IAEM-USA *only* award categories will be announced by the IAEM-USA Awards Committee. The determinations of the judges will be final.

Awards Presentation

- Presentation of the Council-level awards in the Global Awards Competition categories will take place at the IAEM-USA 2011 Annual Conference in Las Vegas. That includes awards given at the IAEM-USA Council level in these 4 categories: Business & Industry Preparedness, Partners in Preparedness, Public Awareness, and Technology & Innovation.
- Presentation of awards in the two additional IAEM-only awards categories (Career Excellence and Academic Recognition) will also take place at the IAEM-USA 2011 Annual Conference in Las Vegas.
- IAEM Headquarters staff will generate award certificates.
- An announcement of award winners will be posted on the IAEM-Global Web site at www.iaem.com.

Schedule for IAEM-USA Only 2011 Award Categories

- **Announcement of Call for Entries:** Tuesday, May 10, 2011
- **Submission Deadline:** **Tuesday, June 21, 2011, 5:00 p.m., U.S. Eastern time**
- **IAEM-USA Awards Committee Announces Results:** Friday, August 5, 2011

Follow These Steps

- **Entries.** All entry forms for the IAEM-USA Career Excellence and Academic Recognition Awards **must** be submitted in English on the official IAEM-USA Awards entry form via email no later than **Tuesday, June 21, 2011, 5:00 p.m. U.S. Eastern time.**
- **Supporting Materials.** The official entry form and all supporting materials **must** be submitted electronically via e-mail.

- Only *one* entry may be submitted per award category.
- Remember, self-nominations are **not** accepted for the IAEM-USA Career Excellence and Academic Recognition Awards.
- 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 may include the URL address link in your description or send the materials (in any language) as an electronic attachment via e-mail to your Council's contact person.
- **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 www.iaem.com. 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.