# Awards of Excellence 2014
*Distinguished Author Award - Article or Research Paper*

Thank you for your interest in preparing a submission for the 2014 IFMA Awards of Excellence program. We appreciate your participation in this awards program and your effort to complete the nomination form and email submission process thoroughly and thoughtfully.

**Nomination Process**

Nominating for an award is as easy as 1-2-3!

1.  Review helpful docs online.

2.  Complete this nomination form and create supporting exhibit files.

3.  Email this form and digital files for supporting exhibits to awards@ifma.org.

All completed submissions are due to IFMA headquarters by **May 12, 2014**. Nominators and entrants will be notified in August 2014 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2014 on Friday, Sept. 19 in New Orleans, Louisiana.

Please contact IFMA Awards of Excellence by e-mail at awards@ifma.org, or by phone at 281-609-0990, if you have any questions.

## 2014 NOMINATION FORM

The Distinguished Author Awards may be presented in three distinct categories: a specific facility management article or research paper; a book on current topic(s) relevant to facility management; and/or instructional materials for facility management students and practitioners. Articles or papers must have been published in 2011, 2012 or 2013. Please complete the following information:

### Who are you?

You must be an IFMA member to submit a nomination. As the nominator, all communications regarding this entry will be directed to you.

Name: _____

Email address: _____

Phone #: _____

Employer: _____

Business address: _____

City: _____ State/Province: _____ Zip/Postal code:_____

Country: _____

### Who are you nominating?

Nominee(s) must be an IFMA member in good standing.  Please list individual or team lead contact.

Nominee: _____

E-mail: _____

Company phone #: _____

Current position: _____ Number of years in position: _____

Business address: _____

City: _____ State/Province:_____ Zip/Mail code:_____

Country: _____

Title of article or research paper: _____

Date published: _____ Number of copies printed or the circulation/ distribution of the source in which it appears: _____

Names of co-authors (if applicable): _____

**Summarize**

Summarize the basis for this nomination. (i.e., explain relevance, currency, impact and benefit of the article to the FM profession or the general community, etc.).

**Complete the Criteria Questions**

1. Provide background on the nominee (i.e., career history, other credits and accomplishments, contributions to the FM community, etc.) Describe the nominee's motivation to write the article or research paper. (0-15 points)

2.  What is the target market for this article or research paper (i.e., trade, design, general public) and its geographic distribution (i.e., North America, Europe, Asia, Australia, Central America)? How has it been received by the market (provide testimonials, reviews, etc.)? Points are given to articles released through a media with wide distribution and high professional credibility, as compared to local newsletters. (0-30 points)

3.  What facility management innovations or ideas does the article or research paper identify or promote? (0-30 points)

**Your Authorization:**

I hereby agree that IFMA has the right to use my name and information in this form as it relates to the promotion of this award. I understand the award can be published in IFMA and other trade publications.

Name: _____   Email: _____

Position: _____

Signature: _____   Date: _____

**Your Organization's Authorization:**

We hereby agree that IFMA has the right to use our nominee's name, organization and information in this form as it relates to the promotion of this award. We understand the award can be published in IFMA and other trade publications.

Name: _____   Email: _____

Position: _____

Signature: _____   Date: _____

**Exhibits:**

Please include a maximum of five additional file attachments to the submission email for exhibits.

**Submit nomination:**

Email this form and additional exhibit files to **awards@ifma.org**.

Each submission is reviewed to ensure it meets the specific requirements established for that particular category. *Incomplete submissions or those that do not meet the requirements will be returned to the nominator and will not be considered eligible.*