



*Awards of Excellence 2014  
Distinguished Author Award  
Book or Instructional*

## ***Awards of Excellence 2014***

### *Distinguished Author Award - Book or Instructional Materials*

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](mailto: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](mailto:awards@ifma.org), or by phone at 281-609-0990, if you have any questions.



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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; instructional materials for facility management students and practitioners; and/or web and social media relevant to facility management. All material must have been published in 2012, 2013 or 2014. 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 #: Chapter Office:
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:
Award Category: [ ] Book [ ] Instructional Material
Date published: Date developed: Date Materials Used:
Names of co-authors (if applicable):



3. **3A: (If Entry is a Book)**

What is the target market for this book (i.e., trade, design, general public and research) and its geographic distribution (i.e., North America, Europe, Asia, Australia, Central America)? How is the book distributed (i.e., by country, through trade publications, public access bookstores, online bookstores, Web access)? For all questions, give specifics such as naming the stores, distributors or trade outlets. How has it been received by the market (provide testimonials, reviews, etc.)? (0-25 points)

**3B: (If Entry is Instructional Materials)**

How and where have the instructional materials been used? List the institutions, colleges, companies, etc. where the materials have been used and the number of participants. What was the method of delivery (i.e., face-to-face, electronic, combination, etc.)? How was it received by the students (survey results, testimonials) (0-25 points)

4. What facility management principles, concepts or innovations does the material describe or promote. How does the material raise the stature of IFMA and the facility management profession? (0-25 points)



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**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 supply seven complete copies of the book or instructional materials for distribution to the judging panel preferably in an e-file format if available, if not please mail to IFMA at 800 Gessner, Ste 900 Houston, TX 77024.

**Submit nomination:**

Email this form and additional exhibit files to [awards@ifma.org](mailto: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.*