



Empowering Facility Professionals Worldwide

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Awards of Excellence 2012

Distinguished Author Award *Book*

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The Distinguished Author Awards may be presented in three distinct categories:

- To honor the author of a specific article or research paper that raises facility managers' and/or the general public's awareness of a subject important to the facility management profession;
- To honor the author and recognize the publisher of a book on current topic(s) relevant to facility management;
or
- To honor the developer of instructional materials for facility management students and practitioners.

The judging panel will consist of IFMA Staff, one IFMA instructor, two IFMA members and a previous winner of the award.

Eligibility: Books must have been printed or released in 2010, 2011 or 2012 (as copyrighted). Revisions and subsequent editions to books are eligible if the titles have not previously won in this category and if at least 20 percent of the material has been updated. Translations and reprints in a language other than the original imprint are eligible if done within three years of the original publication and if more than 2,000 books are printed or sold. Books must be in English or an English translation must be made available. Nominees may be facility management professionals, educators, researchers or professionals in other disciplines who have been associated with the facility management profession for at least five years, but not necessarily as an IFMA member. Members of IFMA's current board of directors and their companies or institutions are not eligible. An eligible author may win in more than one category in the same year.



International Facility Management Association

Empowering Facility Professionals Worldwide

Learn. Connect. Advance.™

Dear Prospective Nominator:

Thank you for your interest in preparing a submission for the 2012 IFMA Awards of Excellence program. This program honors those individuals, companies, chapters and councils who have raised the bar in their contributions to the advancement of the facility management profession and to IFMA around the globe.

All completed submission packages are due to IFMA headquarters by June 4, 2012. 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.

Judging binders containing one of each submission in the various categories are assembled and are sent to the 2012 Awards of Excellence Judging Panel. The judging panels are composed of qualified volunteers who have demonstrated expertise and practice in the award areas they are to judge. The form used by the judges to evaluate this award is included in the nomination package. Each of the questions (achievements) and judges' overall evaluation of your entry are assigned point values and summed to determine the final score. Some award categories also call for the nominator to provide exhibits that are also worth points. Winners are determined by the highest total scoring; however, judges reserve the right to withhold an award should they determine no submission qualifies as "excellent" or does not reach the minimum of 85 cumulative points out of a total possible of 100.

We appreciate your participation in this awards program and your effort to complete the nomination package thoroughly and thoughtfully. Please review the following pages to ensure all requirements for the nomination are met. Complete submissions are due at IFMA headquarters by June 4, 2012. Nominators and entrants will be notified in August 2012 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2012 on Friday, Nov. 2 in San Antonio, Texas.

Please contact me by e-mail at barbara.zlatnik@ifma.org by phone at 281-974-5624 if you have any questions.

Sincerely,

Barbara J. Zlatnik, CAE
Director, Member Services

Important Reminders:

Specific requirements have been established for all submittals to ensure the judging process is as objective as possible. Judging is done by volunteers and is an arduous task.

Please fill out the nomination form thoroughly. When all entries are received at IFMA headquarters, they will be assembled in a binder for each judge. Any submission not meeting these criteria will be disqualified. Please follow the specific guidelines below:

1. Type or computer-generate the forms. Font size should be at least 12-point (use a standard, easy-to-read font, such as Arial or Times New Roman).
2. Three-hole punch every page of your entry. Separate each judge's copy with clamps or rubber bands.
3. Do not place in presentation folders, notebooks or binders. All entries will be placed in notebooks for each judge.
4. You will be allowed **one** 8 ½" x 11" sheet of paper, front side only, per question asked on the nomination form. Be sure to clearly identify the question you are answering. This generally allows about 1,000 words to answer a question.
5. The nomination form explains how many pages of supporting exhibits you should submit. Any exhibits submitted in excess of the allowable amount will not be furnished to the judges. Exhibits should be placed in plastic sleeves
6. Examples of materials that may be placed in the sleeves: booklets, pictures, rosters, graphs, reports etc. Anything that is not that are not the standard size can be placed in a sleeve. Each sleeve is equivalent to one page (one side) of exhibits. You may place as many items in each sleeve as you wish.
7. The nomination form also clearly states how many copies of the entry must be submitted. Be sure all copies are very clear and equal in quality.
8. Provide specific information, not generalities. Statements such as "membership has increased significantly" would be more impressive if backed by actual statistics.
9. You will receive a verification letter acknowledging that IFMA headquarters has received your entry. Please contact Barbara Zlatnik if you do not receive this letter.
10. Your nomination package also contains the form the judges will use in evaluation of your entry. Take the time to read this prior to preparing your submittal so you will understand the criteria and point system.
11. Before forwarding your entry, verify that every judge's copy is complete and contains the supporting documentation required.
12. Books must be in English or an English translation must be made available.

All nominations must be received at IFMA headquarters no later than **June 4, 2012** to be considered valid. The materials will be assembled into binders at IFMA headquarters and forwarded to the judges for review. Judges will score each submittal and IFMA headquarters staff will tabulate all scores. Winners will be determined by the highest total scoring; however, judges may reserve the right to withhold an award should they determine no submittal qualifies as excellent and has a minimum of 85 cumulative points.

2012 Nomination Form

Book copyright must be 2010, 2011 or 2012.

Distinguished Author Award - Book

Type or computer-generate the forms. Font size should be at least 12-point, and an easy-to-read font such as Arial or Times New Roman should be used. All communications regarding this entry will be directed to the individual listed in the section "Nominated by."

Nominee: _____

Employer: _____

Current position: _____ No. of years: _____

Business address: _____ Phone #: () _____

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

◆ Date book published: _____

◆ Names of co-authors (if applicable): _____

Nominated by:

IFMA member: _____

Employer: _____

Business address: _____ Phone #: () _____

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

Fax #: () _____ E-mail: _____

Signature: _____ Date: _____

Distinguished Author Award - Book Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

Summarize the basis for this nomination.

Distinguished Author Award - Book Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

1. Provide background on the nominee and tell how this book may benefit the facility management profession. (0-15 points)

Distinguished Author Award - Book Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

2. Describe the nominee's motivation or purpose for writing this book. (We recommend that the nominee participate in preparing this explanation.) (0-10 points)

Distinguished Author Award - Book Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

3. 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.)?

Distinguished Author Award - Book Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

4. What facility management innovations or ideas does the book identify or promote? (0-25 points)

Distinguished Author Award - Book Nominee: _____

Authorization:

I 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. I understand IFMA and other trade publications can publish the award.

Authorized signature: _____

Position: _____ Date: _____

Exhibits:

*Supply seven complete copies of the book.
Only one book will be considered per entry.*

Submit nomination:

Mail original and copies to:

IFMA Awards Committee
1 E. Greenway Plaza, Suite 1100
Houston, TX 77046-0194 USA

*Submit seven copies of the entry for distribution to the judging panel.
Deadline for the receipt of nominations at IFMA headquarters is June 4, 2012.
IFMA's board of directors and their companies or institutions are not eligible.*

2012 Judges' Evaluation Form

Book copyright must be imprinted 2010, 2011 or 2012.

Distinguished Author Award – Book

Winners will be determined by the highest total scoring; however, judges may reserve the right to withhold an award should they determine no submittal qualifies as excellent and has a minimum of 85 cumulative points.

ACHIEVEMENTS: Sum of achievement columns 1-5 as follows. Maximum total point value = 100 points.

1. Provide background on the nominee and tell how this book may benefit the facility management profession. (0-15 pts.)
2. Describe the nominee's motivation or purpose for writing this book. (We recommend that the nominee participate in preparing this explanation.) (0-10 pts.)
3. 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 pts.)
4. What facility management innovations or ideas does the book identify or promote? (0-25 pts.)
5. Overall evaluation of entry. (0-25 pts.)

Nominees	Achievements					Total Points
	1	2	3	4	5	

Judge: _____

Date: _____

Judges' Guideline for Point Spread						Definition
5	10	15	20	25	30	
0	0	0	0	0	0-1	Does not merit consideration
1	1-2	1-3	1-4	1-6	2-7	Below standards
2	3-4	4-6	5-8	7-12	8-14	Below average
2.5	5-6	7-9	9-12	13-16	15-18	Average
3	7-8	10-12	13-16	17-20	19-22	Above average
4	9	13-14	17-19	21-24	23-28	Excellent
5	10	15	20	25	29-30	Exceeds expectations

Check Sheet for Submittal

Any submission not meeting these criteria will be disqualified.

Distinguished Author Award - Book

General:

- Nominations are scored on content only, not creative presentation of the submission.
- **Do not place submission in presentation folders** (including spiral, GBC, notebook or other type of binder).
- Every page of submission should be three-hole punched.
- If you submit booklets, pictures, etc. that are not the standard size, please place them in a vinyl or plastic sleeve to prevent loss. Each sleeve is the equivalent to one page of exhibits. The sleeve should be three-hole punched.
- You may use rubber bands or clamps to secure separate copies of the submission.
- At least a 12-point font size must be used for submission, and an easy-to-read font such as Arial or Times New Roman should be used.
- Submission should be typed or computer-generated.
- You are allowed **one** 8 ½" x 11" sheet of paper, using front side only, per question asked on the nomination form. Clearly identify the question you are answering.
- All questions on the nomination form should be completed as requested.
- Authorization must be signed.
- Nominee may not have won this category of the Awards of Excellence in 2007 or 2008.

Specific requirements for the Distinguished Author Award – Book:

- IFMA defines a "book" as a text that is printed and bound or in electronic format (with illustrations). Regardless of format (paper or electronic) the text is to present a consistent point of view and an original set of thoughts relevant to the profession of facility management. Reference books and how-to manuals, which appear to be "books," may not qualify if they are simply a set of steps, lists or tables without presentation of rationale and supported by qualified research or experience. A clear literary style and a high level of authorship is sought. The publication's presentation (i.e., printing, binding, screen layout, quantity and quality of illustrations) should be of high quality intended for a shelf life of more than three years.
- Nominator must be an IFMA member in good standing (dues current).
- Book copyright must be 2010, 2011 or 2012.
- Provide seven copies of the book.
- Books must be in English or an English translation must be made available.
- Deadline for receipt of nomination at IFMA headquarters is June 4, 2012.