



**Empowering Facility Professionals Worldwide**

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# *Awards of Excellence 2012*

## **Distinguished Author Award** *Instructional Materials*

Letter of Introduction

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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 and/or the built environment.
- To honor the author and recognize the publisher of a book on current topic(s) relevant to facility management and/or the built environment; or
- To honor the developer of instructional materials for facility management students and practitioners.

The judging panel will consist of IFMA's communications manager, one IFMA instructor, two IFMA members and a previous winner of the award.

**Eligibility:** Instructional materials must have been applied or presented between 2010, 2011 or 2012. Instructional materials 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.



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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 Banquet at World Workplace 2012 on Friday, Nov. 2 in San Antonio, Texas. Please contact me by e-mail at [barbara.zlatnik@ifma.org](mailto: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. Instructional materials 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

Instructional materials must have been developed in 2010, 2011 or 2012.

### Distinguished Author Award – Instructional Materials

Type or computer-generate the forms. Use a font size of 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 instructional materials developed: \_\_\_\_\_
- ◆ Date instructional materials used (taught, published, etc.): \_\_\_\_\_
- ◆ Names of co-authors (if applicable): \_\_\_\_\_

### Nominated by:

IFMA member (full name): \_\_\_\_\_ ID #: \_\_\_\_\_

Employer: \_\_\_\_\_

Business address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Mail code: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_ Fax #: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distinguished Author Award – Instructional Materials 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.*

Summarize the basis for this nomination.

Distinguished Author Award – Instructional Materials 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.*

1. Describe the nominee's purpose or objective for developing the instructional materials. Who is the intended audience for this material? (0-15 points)

Distinguished Author Award – Instructional Materials 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. 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.)? (0-10 points)

Distinguished Author Award – Instructional Materials 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. How does the instructional material raise the stature of IFMA and the facility management profession? (0-25 points)

Distinguished Author Award – Instructional Materials 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 principles, concepts or innovations does the instructional material describe or promote? (0-25 points)

Distinguished Author Award – Instructional Materials 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 instructional materials for distribution to the judging panel.*

### Submit nomination:

#### **Mail original and copies to:**

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

***Deadline for the receipt of nominations at IFMA headquarters is June 4, 2012.***

## 2012 Judges' Evaluation Form

Instructional materials must have been applied or presented in 2010, 2011 or 2012.

### Distinguished Author Award – Instructional Materials

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. Describe the nominee's purpose or objective for developing the instructional materials. Who is the intended audience for this material? (0-15 pts.)
2. 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.)? (0-10 pts.)
3. How does the instructional material raise the stature of IFMA and the facility management profession? (0-25 pts.)
4. What facility management principles, concepts or innovations does the instructional material describe 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 Award Submission***

Any submissions not meeting these criteria will be disqualified.

### **Distinguished Author Award – Instructional Materials**

#### **General:**

- Nominations are scored on content only, not creative presentation of the submission packaging.
- **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 to fit in an 8 ½” x 11” binder.
- You may use rubber bands or clamps to secure separate copies of the submission.
- Use a 12-point font size (or larger) and an easy-to-read font such as Arial or New Times Roman.
- 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 2010 or 2011.

#### **Specific requirements for the Distinguished Author Award – Instructional Materials:**

- Nominator must be an IFMA member in good standing (dues current).
- Instructional materials must have been applied or presented between 2009 and 2012.
- Nominee 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.
- Provide seven copies of instructional materials.
- Provide seven copies of completed nomination package.
- Instructional materials must be in English or an English translation must be made available.
- Deadline for receipt of nomination at IFMA headquarters is June 4, 2012.