

THE SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS

SNAME AWARDS

GUIDELINES FOR PREPARING NOMINATIONS

The following guidelines were developed to assist individuals in preparing nominations for candidates for SNAME Medals and Awards to the SNAME Awards Committee for consideration:

- a. The guidelines which follow apply to the following Society Medals and Awards (hereinafter referred to as “Awards”):
 1. VADM “Jerry” Land Medal
 2. David W. Taylor Medal
 3. Davidson Medal
 4. William H. Webb Medal
 5. Blakely Smith Medal
 6. William M. Kennedy Award
- b. Nominations shall consist of a completed nomination form, and supporting letters for the nominee. A minimum of three (3) letters is recommended.
- c. Nominations for Awards may be made by a Member in good standing. Nomination forms in MS Word for each of the Awards are provided at the SNAME website at Home> Directories> Programs & Resources> Awards & Medals.
- d. The nominator shall fill out the Nomination form completely. Nomination forms should be word processed and professionally presented.

- e. It is understood and appreciated that the reputations and contributions of many individuals in our industry are well-known. However, the ultimate success of any Awards nomination will be closely correlated with the quality and completeness of the information provided by the nominator on the Nomination Form, regardless of the nominee's reputation. Additional clarifying information which substantiates the qualifications of the candidate for the Award is both important and desired. A nomination with substantive clarifying information will be favored over a minimally-completed form for two candidates who are otherwise equally qualified.

- f. In addition to a completed, high-quality nomination form, it is strongly recommended that all nominations for the above Awards be accompanied by supporting letters of recommendation. Supporting letters should be solicited by the nominator as part of the nominating process. The nominator should consider potential sources for effective supporting letters. Strong supporting letters typically come from those who have had a close working relationship with the nominee, coupled with experience in the Award category (e.g., an industry leader in Naval Architecture writing a supporting letter for a Taylor Medal nominee with whom he/she has worked in recent years). Past Award recipients also can be strong supporters of nominees in the same category but only if they have first-hand knowledge of the nominee's accomplishments. Supporting letters provided by individuals not employed by the nominee's employer/company will demonstrate a broader level of support and will generally provide more value to the nomination package. Supporting letters should not repeat information already provided in the nomination form.

- g. Nominations for Awards must be submitted to Headquarters not later than March 1st. Supporting letters may be submitted along with the nomination package, or they can be provided by their authors independently to Headquarters prior to the March 1st deadline.

- h. In summary, SNAME Awards nomination packages should be complete, well-organized and neatly presented, with strong supporting letters. Incomplete or poorly-presented nominations may not receive consideration and may be returned to the nominator for re-packaging and resubmittal.