

How to prepare an effective award nomination



Society of Petroleum Engineers



Why take the time?

- SPE Awards are VERY competitive!
- An effective nomination is key to presenting the accomplishments of your candidate to the award committee
- International committees may not know your candidate



Why is writing important?

- Award committees rely on concise, complete nominations
- Well written nominations highlight the technical or service accomplishments of your candidate
- Effective communication from you gives your candidate a good chance!



Keys to a Good Nomination

- Start early
- Research the criteria and the candidate
- Write a well documented argument
- Complete the nomination form
- Request endorsements
- International Deadline: 15 Feb / Regional Deadline: 1 Mar



Review Award Criteria

- Awards fall into three categories:
 - Membership Designation: honorary and distinguished membership
 - Professional Service Awards: service to SPE and the public
 - Technical Awards: based on SPE technical disciplines and sub-disciplines



Select the Appropriate Award

- Global or Regional?
- Technical or Service?
- Technical discipline and sub-discipline?
- Current professional member of SPE?
- Age?



Who is *not* eligible?

- You cannot nominate yourself
- SPE Board of Directors
- Award Committee Members (nominated award only)
 - Current and for 2 years after service
- Honorary Members
- Members ordinarily resident in countries sanctioned by the US, EU
- Student Members



Complete a Nomination Form

- Go to www.spe.org/awards to find links to the forms
- Login using your SPE email address and password
- Find your candidate
- Search using candidate's full name
- Enter all required information on the form
- Submit to complete the nomination



Provide Justification

- Write a concise, one-sentence statement explaining why your candidate should receive the award
- Provide specific examples of the candidate's work that support the award criteria
- This is the BEST opportunity to illustrate the best qualifications of your candidate to the judges!



Provide Documentation

- Education
- Job experience
- Company affiliations
- Licenses and certifications
- Organization membership



Provide Optional Documentation

- Major accomplishments:
 - Worldwide
 - Local
 - Company
 - Academic
 - Public Service
- A list of five publications that represents the candidate's best work



Solicit Support

- Colleagues familiar with the candidate's work can provide letters in support of the nomination
- Letters should contain specific examples that support the award requirements
- Letters are highly recommended, but not required



Meet the Deadline

- All nominations and letters of support must be received by the following deadlines:
 - SPE International Awards - 15 February
 - SPE Regional Awards - 1 March



Regional Recipients

- Regional technical and service award recipients become candidates for international awards in the following year
- Regional nominators should use the same level of documentation required for international awards
- Letters of recommendation may be submitted for international consideration
- International award selection committees may choose not to review incomplete or inadequate nominations



Your Nomination is Confidential

- All SPE award nomination materials are confidential
- SPE staff can only provide the name of the candidate, the nominator, and the award
- Members cannot review nomination forms or support letters they did not provide
- Candidates cannot review the nominations



Contact the SPE Awards Program for More Information

Email: awards@spe.org

Website: <http://www.spe.org/awards>



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