

IEEE Region 4 Awards and Recognition



*Nomination Guidelines and
Using OpenWater to Submit Award Nominations*

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Presentation Materials

- ▶ Nomination Guidelines
- ▶ Using OpenWater to submit a Nomination
- ▶ Using OpenWater to submit a Letter of Recommendation
- ▶ Example Nomination
- ▶ Example Letter of Recommendation

Nomination Guidelines

Step 1: Identify a deserving member or Section to be awarded for their service to IEEE Region 4

- ▶ Any member of Region 4 can nominate another member for an award
- ▶ Age or length of service to IEEE is not a consideration in nominating someone for an award. What matters are accomplishments.
- ▶ Self-nominations are not allowed
- ▶ No one will receive an award if they are not nominated

Nomination Guidelines

Step 2: Choose the appropriate award for nomination. Is this an INDIVIDUAL achievement or a SECTION achievement?

▶ **INDIVIDUAL - Jack Sherman Outstanding Member Award**

To recognize members of Region 4 who, through their professional and technical abilities, have made outstanding and noteworthy contributions to the Institute, their communities, fellow professionals and human kind. The award is not designed to recognize a single achievement, but rather collective contributions complemented by singular works exemplifying the objectives and attributes of IEEE.

▶ **INDIVIDUAL - Outstanding Professional Award**

To recognize members of Region 4 who, through their technical abilities, have made outstanding contributions to their profession. It recognizes the development of new technical concepts, significant patents, development of new devices, development of applications, new designs, significant cost reductions using known techniques, etc.

▶ **INDIVIDUAL - Outstanding Student Award**

The Region 4 Outstanding Student Award recognizes students who have exhibited exceptional performance both as a student and as a young professional through their contributions to the Institute, their university and membership in Region 4. Recognition is given to students who have demonstrated exceptional leadership abilities, admirable ethical behavior, and strong commitment to professionalism both inside the classroom and within their community.

Nomination Guidelines

Step 2: Choose the appropriate award for nomination. Is this an INDIVIDUAL achievement or a SECTION achievement (Continued)?

▶ **INDIVIDUAL -Young Professional Achievement Award**

Modeled after the Achievement Award, this award is designed to recognize those substantive projects or achievements of a relatively short nature (one to three years) but which have left an undeniable imprint on the fabric of YP operations in Region 4.

▶ **SECTION - Outstanding Large, Medium, and Small Section Awards**

Outstanding Section Awards are awarded to one large Section, one medium Section, and one small Section each year, for their successful efforts in fulfilling the educational and scientific goals of IEEE for the benefit of the public by maintaining, enhancing, and supporting the Student Branches, Technical Chapters, and Affinity Groups within their geographic boundaries.

- Large Section Award - 1,501 or more members (including Students) as of 31 December of the past year
- Medium Section Award - 501–1,500 members (including Students) as of 31 December of the past year
- Small Section Award - 500 or fewer members (including Students) as of 31 December of the past year

Nomination Guidelines

Step 3: Submit award nominations via the Region 4 Awards and Recognition Portal.
(Detailed instruction on using the portal appear later in this presentation)

- ▶ Form must be accurate and completed to be considered
- ▶ No substitutes to the form will be considered for any of the awards
- ▶ Selection committee will not research unsupported claims
- ▶ Selection committee will not enhance the nominations
- ▶ An example nomination narrative appears later in this presentation

Nomination Guidelines

Step 4: Obtain Letters of Recommendation

- ▶ Ask two or more members to write a one page letter of recommendation in support of the nomination
- ▶ Use the same OpenWater portal to submit Nominations and Letters of Recommendation.
- ▶ Enter “Letter of Recommendation” for **Name of Nominee** “, in the Title
- ▶ Select “Letter of Recommendation”, as the category
- ▶ Use the narrative box to key in the Letter of Recommendation
- ▶ An example Letter of Recommendation appears later in this presentation

OpenWater

Starting from the IEEE Region 4 Awards web page:

<https://www.ewh.ieee.org/reg/4/awards.php>

Region 4 Information

- [Fall 2020 R4 Newsletter](#)
- [Summer 2020 R4 Newsletter](#)
- [Spring 2020 R4 Newsletter](#)
- [Winter 2019 R4 Newsletter](#)
- [Fall 2019 R4 Newsletter](#)
- [Science Kits for Public Libraries](#)
- [Areas / Categories](#)
- [Sections](#)
- [Section Maps and Burndown Meeting Charts](#)
- [Travel Policy](#)

Region 4 Committees News

- [Awards](#)
- [Educational Activities](#)
- [Membership](#)
- [Professional Activities \(PACE\)](#)
- [Student Activities \(SAC\)](#)
- [Industry Engagement](#)
- [Social Media](#)

IEEE Magazines

- [Spectrum](#)
- [InSight - Careers, Policy and Views](#)
- [The Institute](#)

IEEE Links

- [IEEE USA](#)
- [History of the IEEE](#)
- [IEEE Publications](#)
- [IEEE Conferences](#)
- [IEEE Standards](#)
- [Career Navigator](#)
- [Careers](#)
- [Education](#)
- [Volunteer Resources](#)
- [IEEE Expense Form Page](#)

Awards and Recognition

Awards and Recognition Committee Chair

[Steve Kerchberger](#)

Awards and Recognition Committee Support Chair

[Mohamad Berr](#)

*** The 2021 Region 4 Awards nomination window opens June 1 and closes on November 7. ***

The IEEE Region 4 Awards and Recognition program is designed to promote, recognize, and reward excellence in furthering the objectives of IEEE as reflected in the operations of Region 4 and Region 4 Operating Unit activities (Sections, Chapters, Affinity Groups, Student Branches, and Student Branch Chapters). The awards are administered by Region 4's Awards and Recognition Committee.

The Regional Awards & Recognition Committee carries out those activities associated with the process of Region 4 Awards. The Committee pursues the development of new awards recognizing activities of outstanding worth and merit with Region 4. It assists the Regional Director in coordinating any awards activities within Region 4 as appropriate. The Committee supports the IEEE Awards and Recognition Committees in developing awards and developing Region 4 nominations for IEEE Awards.

[Download the Region 4 Awards and Recognition Guidelines](#). This guide assists R4 members in selecting the appropriate R4 award listed below. The guide includes award descriptions as well as sample letters of recommendations. Members should direct further questions to the Awards Chair and Support Chair contacts at the top of the page.

Submit award nominations via the - [Region 4 Awards and Recognition Portal](#)

• Individual

- Jack Sherman Outstanding Member Award
- Outstanding Professional Award
- Outstanding Student Award
- Young Professional Achievement Award

• **Section** - Outstanding Large, Medium, and Small Section Awards available to one large Section, one medium Section, and one small Section each year for their successful

The IEEE Region 4 Awards web page

Click on the link to go to the Awards and Recognition Portal

OpenWater

View of Region 4 OpenWater screen after signing in

The screenshot shows the IEEE OpenWater web application interface. At the top, there is a navigation bar with links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right of the navigation bar are links for Create Account and Sign In. Below the navigation bar is the IEEE logo and a list of menu items: Login, IEEE Awards, Major Board Awards, IEEE Society Awards, Scholarships & Grants, and Nominations & Appointments.

The main content area is titled "2021 IEEE Region 4 Awards" and includes a "Manage Collaborators" button. The form contains the following fields:

- Title ***: A text input field.
- Category ***: A dropdown menu with "(select)" as the current selection.
- Narrative**: A large text area for entering the nomination details.

At the bottom right of the form are two buttons: "SAVE" and "SAVE AND FINALIZE".

On the left side of the interface, there is a sidebar with a navigation menu:

- Welcome David Paulsen
- Home
- My Nominations/Applications
 - All (1)
 - Incomplete (1)
 - Complete (0)
 - Expired (0)
 - Archived (2)
- My Profile
- Log Out

Below the sidebar, there is a section titled "Region 4 Awards and Recognition" with the IEEE Region 4 logo. A notice states: "*** The 2021 Region 4 Awards nomination window opens June 1 and closes on November 7. ***". Below this notice is a paragraph of text describing the IEEE Region 4 Awards and Recognition program.

OpenWater

Enter Title:
Name of Award Nominee
and which award

Select award category
Click on the twisty to select
the award

The screenshot shows the IEEE OpenWater portal interface. At the top, the IEEE logo is followed by navigation links: Login, IEEE Awards, Major Board Awards, IEEE Society Awards, Scholarships & Grants, and Nominations & Appointments. Below the navigation is a welcome message for David Paulsen and a breadcrumb trail: Home / My Nominations/Applications / 17991166181799 - New Nomination. A 'Manage Collaborators' button is visible in the top right. The main heading is '2021 IEEE Region 4 Awards'. There are two input fields: 'Title' with the text 'Pat Smith nomination for Jack Sherman Award' and 'Category' with a dropdown menu. The dropdown menu is open, showing options: '(select)', '(select)', 'Jack Sherman Outstanding Member Award', 'Outstanding Student Award', 'Outstanding Professional Award', 'Young Professional Achievement Award', and 'Outstanding Section Award'. A 'SAVE' button and a 'SAVE AND FINALIZE' button are at the bottom right. On the left side, there is a sidebar with a navigation menu: Home, My Nominations/Applications (with sub-items: All (1), Incomplete (1), Complete (0), Expired (0), Archived (2)), My Profile, and Log Out. Below the menu is a section for 'Region 4 Awards and Recognition' featuring the IEEE Region 4 logo and a notice: '*** The 2021 Region 4 Awards nomination window opens June 1 and closes on November 7. ***'. A brief description of the program is at the bottom left.



OpenWater

Note the description and eligibility of the selected award category

- Home
- My Nominations/Applications
 - All (1)
 - Incomplete (1)
 - Complete (0)
 - Expired (0)
 - Archived (2)
- My Profile
- Log Out

Home / My Nominations/Applications / 17991166181799 - New Nomination

2021 IEEE Region 4 Awards

Manage Collaborators

Title *

Category *

Jack Sherman Outstanding Member Award

Jack Sherman Outstanding member Award

Description

To recognize members of Region 4 who, through their professional and technical abilities, have made outstanding and noteworthy contributions to the institute, their communities, fellow professionals, and human kind. The award does not recognize a single achievement, but rather collective contributions complemented by singular works exemplifying IEEE's objectives and attributes.

Eligibility

The nominee must be an IEEE member in Region 4 at the time of the nomination deadline. The nominee cannot be the current Region 4 Director or Director-Elect. The nominee cannot be a member of the Region 4 Awards and Recognition Committee (ARC). The nominee can only be considered for one Region 4 award category in a given year. The nominee must have BOTH been a member (any grade) of IEEE and resided in Region 4 for at least the two years immediately preceding the deadline for nominations.

Prize Item

The award winner will be presented with a plaque at the next IEEE Region 4 Committee meeting following the nomination deadline. No cash will be provided.

[Add Another Category](#)

Narrative

Region 4 Awards and Recognition



*** The 2021 Region 4 Awards nomination window opens June 1 and closes on November 7. ***

The IEEE Region 4 Awards and Recognition program is designed to promote, recognize, and reward excellence in furthering the

OpenWater

Home / My Nominations/Applications / 17991166181799 - New Nomination

2021 IEEE Region 4 Awards Manage Collaborators

Title *

Category *

Jack Sherman Outstanding Member Award

Jack Sherman Outstanding member Award

Description

To recognize members of Region 4 who, through their professional and technical abilities, have made outstanding and noteworthy contributions to the Institute, their communities, fellow professionals, and human kind. The award does not recognize a single achievement, but rather collective contributions complemented by singular works exemplifying IEEE's objectives and attributes.

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[Add Another Category](#)

Narrative

This is where you present your support Pat's nomination.

Home

My Nominations/Applications

- All (1)
- Incomplete (1)
- Complete (0)
- Expired (0)
- Archived (2)

My Profile

Log Out

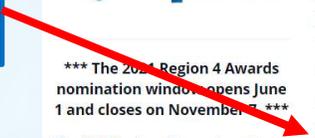
Region 4 Awards and Recognition



***** The 2021 Region 4 Awards nomination window opens June 1 and closes on November 3 *****

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Enter nomination narrative.
See example on next page.



Example Nomination

I wish to nominate Pat Smith for the IEEE Region 4 Jack Sherman Award for activities in serving our Section and Region 4. I have known Pat Smith for about 4 years. Pat is a dedicated and passionate volunteer. Pat has excellent leadership skill and is an excellent communicator. Pat is a model volunteer and always takes time to show less experienced volunteers how to get things done within IEEE.

I wish to point out a couple of Section activities that Pat initiated and implemented. First, Pat organized a series of workshops related to imbedded systems. Pat did all the work to make these workshops a success from contacting the guest speakers, setting up the lab space, sending meeting notices with registration, etc. Pat worked with the other Section leaders to make sure the workshops well were publicized and within budget. The workshops were very successful and received recognition from the Region Industry Engagement Committee.

Second example of Pat's work in the Section here.

I feel that our Section is fortunate to have the benefit of Pat's leadership in several Section positions over the years. Pat has served as our Section's Vice Chair and Chair. It is a pleasure to work with Pat because he/she is always willing to pitch in and help where help is needed. Pat is an inspiration to the other Section volunteers by continuously leading by example.

Please consider Pat Smith for the IEEE Region 4 Jack Sherman Award.

Sincerely,
John Q Volunteer
Member and Position

Example Letter of Recommendation

I wish to recommend Dana Jones for the IEEE Regional 4 Outstanding Professional Award for activities in serving our Section and for significant contributions to the Electrical Engineering profession. I have known Dana Jones for about 14 years. During this time I have become familiar with Dana's technical expertise and dedication to the profession.

Dana has work in industry as a practicing engineer for over 15 years. His/Her field of expertise is in fiber optic communications and he/she hold several US patents related to this field. Dana held the position of team lead and later Chief Engineer for the xyz corporation where he/she developed state of the art fiber optic transceivers. As Chief Engineer, Dana created the technology roadmap for xyz corp and secured funding from corporate to develop next generation fiber optic products. Those products, once introduced to the market, were 10 times faster than the current generation products. While working at xyz corp, Dana attended the University of Minnesota and received a Masters of Engineering degree.

Dana also volunteers at our local Section and is the Section's Vice-Chair and Optical Society Chapter Chair. Dana continues to give back to the profession not only as an IEEE volunteer but also as an Associate Professor at the U of M where he/she teaches freshman engineering and computer science classes. On a personal level, it is a pleasure to work with Dana. Dana is always willing to help with a technical problem and goes out of his/her way to provided education and historical background information.

I strongly recommend Dana Jones for the IEEE Region 4 Outstanding Professional Award.

Sincerely,
Jane Q Volunteer
Member and Position

Links and Resources

Example of

- IEEE Region 4 web page:
 - <https://www.ewh.ieee.org/reg/4/index.php>
- Region 4 Awards web page:
 - <https://www.ewh.ieee.org/reg/4/awards.php>
- Region 4 Awards and Recognition Portal (OpenWater):
 - <https://ieee.secure-platform.com/a/solicitations/519/home>

OBRIGADO
gracias
どうも
ARIGATO
grazas
GRAZZI
THANKS
qujan
PALDIES
DANK U
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OBRIGADO
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감사합니다
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謝謝
danke schön
KÖSZI
PALDIES
muchas gracias
ありがとう
TEŞEKKÜR EDERİM
MOLTE GRAZIE
GO RAIBH MAITH AGAT
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asante
muchas gracias
vielen dank
grazie
DZLEKI
Gràcies
TACK
TEŞEKKÜR EDERİM
muchas gracias
obrigado
спасибо
MULTUMESC
多謝
NA GODE

THANK YOU