



## *Engineering Institute of Canada Honours, Awards and Fellowships Program*

### **2019 AWARDS NOMINATION - RULES and FORM**

*Note: Nominations must be received by **midnight, 15<sup>th</sup> November, 2018**, for awards and fellowships to be conferred in April 2019.*

#### **Instructions for Nominators:**

1. Nominations reflecting the gender diversity of the Canadian engineering community are being sought from societies or their individual members to recognize outstanding individuals that are most deserving of receiving a senior award or fellowship of the Engineering Institute of Canada. All nominations must strictly adhere to the rules and use the form prescribed herein. Nominations that deviate from such rules/form will be rejected.
2. As **nominator**, identify a member of an EIC member society (see rule #6) as a candidate/nominee for an EIC Fellowship or Award. Discreetly securing a copy of his or her resume / curriculum vitae (CV) is encouraged, but not essential. If at all possible, the nominee should not know that he or she is being nominated for an EIC Fellowship or Award. For details of each award's terms of reference, refer to EIC's web page: [http://www.eic-ici.ca/honours\\_awards](http://www.eic-ici.ca/honours_awards) and click on the award of interest. Note that nominators must also be active members of an EIC Member Society.
3. Identify two or three people who may, but need not be, members of an EIC Member Society and who know the nominee's accomplishments. Send them the nominee's CV (if available) and seek their agreement to serve as **supporters** of the nominee in the form of a letter. These letters of support should not exceed 2 pages in length and convey the supporter's knowledge, experience and personal interaction with the nominee. The letters should also indicate the e-mail address and position title of the supporter.
4. Complete this Nomination Form in its entirety, including a 150 to 200-word bio/citation which must be included in the space provided. To review previous citations, go to [http://www.eic-ici.ca/honours\\_awards](http://www.eic-ici.ca/honours_awards) and click on the relevant award, then on Citation where it appears beside a recipient of interest. The citation should describe the **importance and impact of the nominee's accomplishments**.
5. **The length of the Nomination Form is four (4) pages and must not be altered in length or font size.** The selection committee is much less interested in the quantity of someone's work than it is in its quality as measured by the impact of the work on engineering and on society in general.
6. Except for the Honorary Member category, EIC recognition is reserved for members in good standing of Member Societies of the EIC. As regards Honorary members, they need not be engineers, though engineers are not excluded.
7. Once the 'dossier' is complete, please e-mail to [ggosselin.eic@gmail.com](mailto:ggosselin.eic@gmail.com) (the form should be in WORD – not scanned), or mail a hard copy to Guy Gosselin, Executive Director, EIC, P.O. Box 40140, Ottawa, ON K1V 0W8 so that the package arrives prior to 15 November end of day (midnight).
8. In summary, the complete Nomination Package must be received by midnight 15 November and include the following documents (do not submit CVs please):
  - The completed Nomination Form, including a citation; and
  - A minimum of two (2) / maximum of three (3) letters of support.

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**NOMINATION FORM (must not exceed 4 pages)**

Nomination for (check one):

- |  |     |
|--|-----|
| Sir John Kennedy Medal                     | [ ] |
| Julian C. Smith Medal                      | [ ] |
| K.Y. Lo Medal                              | [ ] |
| John B. Stirling Medal                     | [ ] |
| Canadian Pacific Railway Engineering Medal | [ ] |
| Honorary Member                            | [ ] |
| EIC Fellow                                 | [ ] |

***Information concerning the Nominee:***

Full Name	Member Society	Membership #

Address		Communications	
Street (and Number):		Tel #:	
City:		Cell #:	
Province:		E-mail:	
Postal Code:			

Education (list most recent degree first)		
Degree	Year	Institution

Work History (list most recent employment first)		
Company/Institution	Title/Position	Years

**NOMINATION FORM (cont'd)**

<b>Honours and Awards</b> (list most recent award first)		
<b>Award/Honour</b>	<b>Awarded by</b>	<b>Year</b>

<b>Most Notable Career Achievements and their Significance</b> (may include professional/volunteer activity) (please describe briefly in the space provided)

<b>Professional Activities</b>	<b>Year(s)</b>

## NOMINATION FORM (cont'd)

Short Bio/Citation (150 - 200 words)

### *Information concerning the Nominator:*

Full Name	Member Society	Membership #	
Address		Communications	
Street (and Number):		Tel #:	
City:		Cell #:	
Province:		E-mail:	
Postal Code:			

## NOMINATION FORM (cont'd)

### *Information concerning Supporters:*

Full Name	Title/Position	Contact Info
		e-mail: Tel :
		e-mail: Tel :
		e-mail: Tel :

### **Attachments**

1. Attach a minimum of 2 and a maximum of 3 **Letters of Support**

Signature: \_\_\_\_\_ (you may use your digital signature)

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

**N.B.** Your signature means you have read the resume, compared it to the criteria for the Medal, Award or Fellowship, and that the written citation accurately reflects the curriculum vitae. If not sure, include a memo to the attention of EIC HAF's Chair explaining your incertitude and asking for assistance.

Send nomination package and attachments to: **Guy Gosselin, FEIC, P.Eng.**  
Executive Director,  
Engineering Institute of Canada

**By e-mail (preferred):** [ggosselin.eic@gmail.com](mailto:ggosselin.eic@gmail.com) (Tel: 613-796-4750)

**By mail:** Engineering Institute of Canada  
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