Agenda

• Why nominate?
• What are the categories?
• Completion Guidelines
• What documentation is required?
• How do I submit the nomination?
• When are the nominations due?
• How will the awardee be recognized?
• Questions
Why nominate?

• Recognition
  • Internal and external recognition of your top performers
  • External recognition of the work your organization does
  • Raising the profile of your organization as an employer of choice amongst women, racial, and ethnic minority groups.
Why nominate?

• **Retention**
  • Allows you to keep your “A” players
  • Morale boost
  • Employees will feel better about the companies they work for when external recognition opportunities exist
Why nominate?

• **Representation**
  
  • Promote better access of women and ethnic minority groups to STEM careers by showing them what it take to get hired, and to keep moving upward in their organizations
  
  • Nominees are often inspired to mentor other people
What are the categories?

• Peer-reviewed Awards
  • Nominated internally
  • Vetted externally
  • Recognized externally

• Outstanding Achievement Awards (OAAs)
  • Nominated internally
  • Vetted internally
  • Recognized externally
What are the categories?

• Peer-reviewed Awards
  • Reviewed by selection committee
  • Presented at the Breakfast with Leaders and Legends and Women of Color STEM Awards Ceremony on Saturday

• Outstanding Achievement Awards
  • Not reviewed by selection committee
  • Presented at the Technology Recognition Luncheon*

*New for 2024: the Technology Recognition Luncheon will take place from 12:00 PM – 2:00 PM EDT on Friday
Categories List

- **Peer-reviewed Award Categories:**
  - Career Achievement (22 or more years of exp.)
  - Community Service
  - Corporate Responsibility
  - Diversity Leadership
  - Educational Leadership – College-Level Promotion of Education
  - Educational Leadership – Corporate Promotion of Education
  - Educational Leadership – K-12 Promotion of Education
  - FinTech Leadership
  - Managerial Leadership
  - New Media/IT Leadership

- **Outstanding Technical Contribution**
- **Professional Achievement (21 or fewer years of exp.)**
- **Student Leadership**
- **Technical Innovation**

- **Outstanding Achievement Award Categories:**
  - Technology All-Star (22 or more years of exp.)
  - Technology Rising Star (21 or fewer years of exp.)
  - Top Woman in Finance
What about the Technologist of the Year?

- Considered to be a discretionary award
- Discretionary awards are a type of peer-reviewed award
- Cannot nominate for discretionary awards including Technologist of the Year
- There are other discretionary awards including but not limited to:
  - Special Recognition
  - President's Award
  - Pioneer Award
Completion Guidelines

• Incomplete nomination packages will not be accepted.

• Once submitted, nomination packages will be reviewed for accuracy.

  • If package requirements are missing, nominator will be contacted and must provide the missing documents by deadline
What documentation is required?

- Cover Page
- Table of Contents
- Cover Letter/Reason for Nomination*
- Nomination Form*
- Current biography or resume*
- Full job description or CV
- Organizational Chart

- Papers and articles by and about the nominee
- Letters of recommendation
- Other significant supporting materials
- Recent photograph*

* Required for Outstanding Achievement Award Package
What documentation is required?

• Cover Page
  • This should contain:
    • The conference name and year
    • Name and title of the nominee
    • Nominee’s organization’s name
    • The award category

• Table of Contents
  • Lists all the items required and the page numbers where each item begins
What documentation is required?

- **Cover Letter/Reason for Nomination**
  - A one to two-page letter endorsed by the nominator, clearly stating why the candidate should be recognized in the selected award classification
  - Required for OAAs

- **Nomination Form**
  - Must have an accurate mailing address
  - You must type or print the form legibly
  - Must be signed by the nominator only either physically or electronically
  - Required for OAAs
What documentation is required?

• Current biography or resume
  • All crucial decisions, career changes, community involvement, etc. should be concisely detailed in a one to two-page document
  • This is the place to tell the nominee’s story
  • Required for OAAs

• Full job description or CV
  • Full job description should distinguish the nominee and give scope to their position, including budget and management capacity (if applicable)
  • CV should be all-encompassing and help to tell the story
What documentation is required?

• Organizational Chart
  • Gives the selection committee an idea of where the nominee fits within his or her department or organization

• Papers and articles by and about the nominee
  • Nominators are requested to enclose a brief summary highlighting the main points of each article
  • Include only the abstracts of the papers. No need to include the entire paper.
What documentation is required?

• Letters of Recommendation
  • Letters from inside and outside the organization that speak to the value of nominee’s contributions in the field

• Other Significant Supporting Materials
  • Include personal history information explaining the candidate’s background, struggles and achievements, awards or certificates received, patents received or pending.
What documentation is required?

• Recent photograph
  • Professional full or quarter-body shots are preferred over headshots
  • Digital photographs ONLY
  • High-resolution only
  • Minimum 300 dpi resolution
  • EPS, JPEG, or TIFF format
  • Minimum size 5”x7”
What documentation is required?
How do I submit the nomination?

• All nominations are submitted electronically at www.CCGHeroes.com
• **Do not** mail physical copies to us
• Self-nominations are not accepted
• Always follow your organization’s policies for recognition
• International submissions are accepted
• All communication and notification will go out through email from nominations@ccgmag.com
  • Do not submit the same person for both a peer-reviewed award and an outstanding achievement award
When are nominations due?

- **April 30**: Peer-reviewed award nominations are due
- **May 8-20**: Selection panel meets virtually to select award recipients for peer reviewed award categories
- **May 15**: Outstanding achievement award nominations are due
- **June 3-7**: Formal notification letters sent to nominators
- **June 10-14**: Formal notification letters sent to awardees
- **June 17**: Registration opens for all award recipients and nominators
- **October 3-5**: Awards are presented at the Women of Color STEM DTX Conference
How will the awardees be recognized?

• Peer-reviewed Award:
  • Award will be handed to the awardee on-stage at the event where they will be recognized.
  • Once the awardee receives confirmation of recognition:
    • The production team will be in contact to work with them on remarks and introductions.
    • The editorial team will be in contact to work on the write up for the Women of Color magazine articles
How will the awardee be recognized?

• Outstanding Achievement Award:
  • All physical certificates and pins will be available at the registration desk for pick-up beginning on Thursday, October 3, 2024.

• Recognition:
  • Technology Recognition Luncheon – Friday, October 4, 2024 | 12:00–2:00 PM EDT
  • All awardees will be recognized in person. There will no longer be the opportunity to send in a video for recognition.
Need help?

For assistance during this process, feel free to reach out to us

- Email: nominations@ccgmag.com
- Phone: 410-244-7101

Facebook: @WOCITC
Twitter: @WOCTechnology
Instagram: @wocstem
LinkedIn: Women of Color in STEM Conference
YouTube: CCG Media