



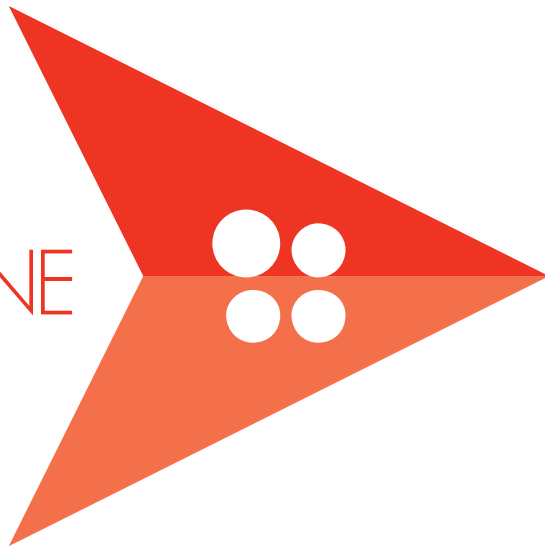
**IFMA**<sup>TM</sup> **Boston Chapter**

International Facility Management Association

14th Annual Awards of Excellence

**Call for Nominations**

## STEP ONE



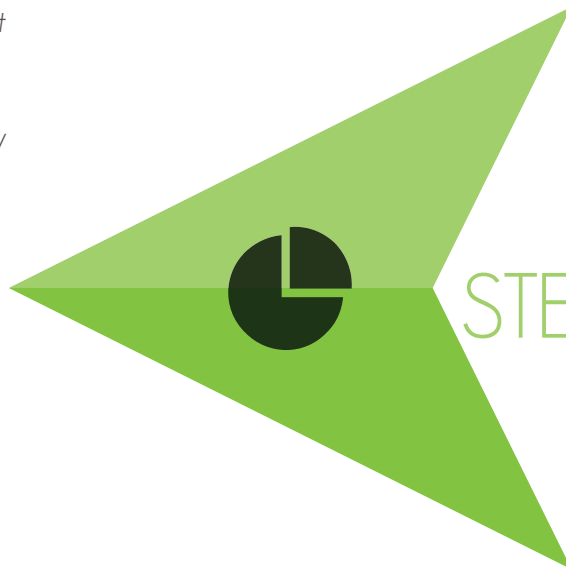
### PREPARE YOUR NOMINATION(S)

- Collect contact information for the nominator (the company/individual submitting the nomination) and the nominee (the company/individual to receive the award). *The company that is nominating, must have at least one IFMA Boston member in good standing.*
- Prepare your written material. Each project category (Project, Sustainability and Individual) have 2-5 specific questions to answer with a 300 word maximum per answer. *See Criteria*
- Gather up to 5 photos of the project that help tell your story. *Professional photography is not required.*
- Gather up to 2 supporting documents (optional) that illustrate the accomplishments on the project, i.e. benchmark data, schedules, cost savings details, etc. *Do not submit marketing materials.*
- Gather hi-res jpg logos for both the nominating company as well as the nominated company.
- Have a video of the project/process? Post it online and collect the URL. *This is not required.*

### DETERMINE WHAT OR WHOM TO NOMINATE

- *Do you have a project that was completed, or a process that was implemented in 2016? And does it tell a Facility Management story like a fast track schedule, complex restacking, integrated project delivery, cost reductions, energy conservation, improved productivity, etc.?*
- *Do you have an IFMA Boston member colleague that deserves recognition for their leadership and involvement in IFMA Boston and/or the Facility Management industry?*

## STEP TWO



### UPLOAD YOUR NOMINATION(S)

- Visit <http://awards.ifmaboston.org/nominations> to register yourself as a nominator..
- Select the nomination type for your first nomination and then fill in all of the fields associated with that nomination.
- When complete, press save. You can continue to update your nomination until the **March 24th deadline**. You can press *save and submit* when you are complete.
- Once you have saved your first nomination, you will have an opportunity to add a new nomination and can repeat the process.

## STEP THREE



# NOMINATION CRITERIA

*IFMA Boston's Annual Awards of Excellence program recognizes the finest advancements and contributions in facility management within the Boston A/E/C community. Be among the elite who recognize excellence in an individual, a project, a service, or an improved process or system.*

*This year's awards will be presented on Wednesday, May 17th at six o'clock in the evening at the beautiful Institute of Contemporary Art in Boston.*

## BEST PRACTICE AWARDS

These awards are presented to the individual or team whose facility management program, project, system, innovation, or idea has had a substantial, positive effect on the success of their organization. They will demonstrate how their project impacted business objectives and contributed to improved success by going "above and beyond" the normal project scope. This year's categories include:

- Sustainable Building Operations
- Small Project or area impacted (<25,000 s.f.)
- Medium Project or area impacted (25,000 - 75,000 s.f.)
- Large Project or area impacted (>75,000 s.f.)

*Projects submitted should have been completed in 2016.*

Specific questions have been incorporated as part of the nomination process. There is a 300 word maximum for each question. They are as follows:

### Small/Medium/Large Project

1. Please summarize the project, system, innovation, or idea.
2. What were the largest challenges faced in this project as it relates to the space, constraints, its usage and/or the workforce/users?
3. What are the benchmarks or measurables related to this project, i.e. cost savings, productivity, energy use, space usage, efficiencies gained, project duration, etc.?
4. Were there any unique team or project delivery systems put into place for this project?

### Sustainability

1. Please summarize the project.
2. What were the largest challenges faced in this project as it relates to the energy usage, space, constraints, its usage and/or the workforce/users?
3. What are the sustainability benchmarks or measurables related to this project, i.e. energy cost savings, productivity, energy use, space usage, efficiencies gained, etc.?
4. Were there any unique team or project delivery systems put into place for this project?
5. Were there any unique and/or innovative systems put into place that increased it's "green" nature?

*A project can be nominated as a small/medium/large project AND in the sustainability category; however, the nomination needs to be tailored to the specific questions for each category and a separate nomination completed in both categories.*

*IFMA Boston reserves the right to not convey an award in all categories. All materials submitted may be used in their entirety or in part within the awards presentation.*

# NOMINATION CRITERIA, cont.

## INDIVIDUAL AWARDS

### Exemplary End User Award

The Distinguished End User Award may be presented to a professional member of the Boston Chapter who has provided sustained, and outstanding leadership within the profession. This person is highly valued by his or her company and the facility management profession. Recipients demonstrate the best in leadership and ethics.

1. Summarize the individual's experience and professional background.
2. Summarize the strengths and business acumen that this individual has that makes them a candidate for Exemplary End User.
3. If this individual has participated in IFMA Boston activities/committees, please outline that here.

### Exemplary Service Provider Award

This award may be presented to an associate member company or its representative in recognition of voluntary contributions to IFMA Boston and the facility management profession. These contributions may include sponsoring programs or educational offerings, presenting innovative sessions on FM-related topics, providing technical assistance to members, or serving as a chapter chair or committee members.

1. Summarize the individual's experience and professional background.
2. How has this individual participated within IFMA Boston?
3. How does this individual contribute to the facility management profession?

### Education & Professional Development Award

The Education and Professional Development Award may be presented to a Boston Chapter IFMA member demonstrating exceptional support of professional development in their organization and/or facility management community. The member receiving this award consistently presents or plans outstanding programs designed to meet the needs of facility management professionals, provides career support, designs professional development seminars or classes, and/or champions CFM certification.

1. Summarize the individual's experience and professional background.
2. How has this individual demonstrated excellence in programming and education as it relates to the facility management profession?

### Emerging Leaders Award

This award may be presented to a Boston Chapter IFMA member who has been an active emerging leader (35 and under) within the chapter and shows initiative in both their work and professional settings. They go above and beyond in their efforts with skilled execution and follow through and motivate others to participate.

1. Summarize the individual's experience and professional background.
2. How has this individual participated within IFMA Boston?
3. How does this individual contribute to the facility management profession?

*IFMA Boston reserves the right to not convey an award in all categories.*