**Award
Nomination Form**

*To be used for nominations for*

The President's Award

Innovation Award

Lifetime Achievement Award for Academic Research

Outstanding Communications Award

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Please complete the nomination by following this step-by-step approach:

1. Give details about your nomination

|  |  |
| --- | --- |
| Which award is this nomination for? |  |
| Who are you nominating for this award? |  |

1. Provide contact details

|  |  |
| --- | --- |
| Your name, as nominator |  |
| Your job title and organisation |  |
| Your email |  |
| If this nomination is for a group, who is the lead contact |  |
| Job title and organisation of your nominee, or lead contact |  |
| Email of your nominee, or lead contact |  |

1. Give your reasons for this nomination

Please provide a statement here about why you believe the nominee should receive the award (use as much space as you need).

|  |
| --- |
|  |

1. Find two referees

Please supply the names and details of two referees who have agreed to support this nomination.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job title and organisation |  |  |
| Relationship to nominee(s) |  |  |

Please ask each of the referees to ensure:

1. They prepare a supporting statement giving information about their connection to the nominee and why they support this award nomination.
2. They email their statements directly to ciehf@ergonomics.org.uk by no later than **9 February** in order to complete this nomination.

**Important note:** we are unable to accept the nomination if we do not receive the referee statements by the closing date.

1. Gather supporting documents

Please gather any documents such as a detailed CV, a description of work activities or career achievements that you think will support this nomination for the award.

1. Make your submission!

When you’re ready, please save this document, then [submit this nomination form and supporting documents.](https://app.smartsheet.com/b/form/377885c761f44c6e8199fd8bb8fe4a33)

The closing date is 9 February.

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If you have any questions, please email ciehf@ergonomics.org.uk

Thank you.