

## Guidelines & Instructions

### Key Dates:

- ★ Nominations Start: July 15, 2020
- ★ Submission Deadline: March 15, 2021
- ★ Notification to winner: April 15, 2021
- ★ Award Presentation: May 5, 2021

### Instructions:

- This application is to collect general information for the awards submission.
- Please refer to the relevant award overview link for the criteria and content required
- Create a document with the necessary project information outlined in the overview
- Save as a PDF or word document
- Submit both the Application and project information PDF or word document to [awards@pmirochester.org](mailto:awards@pmirochester.org)

**Please Note:** Awardee will be required to attend the PMI Rochester Professional Development Day (PDD) conference. You must be able to attend the entire conference (full day).

- All submitted material must be in English with a minimum of a 10-pt. font.
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.
- All submission material must be uploaded no later than March 15, 2021 5:00p.m. EST
- Please submit all application documentation in PDF format via email to [awards@pmirochester.org](mailto:awards@pmirochester.org). Should you have any difficulties, please contact PMI Director of Corporate Outreach at [corporate@pmirochester.org](mailto:corporate@pmirochester.org)

## Recipient of Award:

- The winner will be recognized at the May 5<sup>th</sup> 2021 PMI Rochester Chapter PDD Luncheon / Awards presentation
- The PMI Rochester Chapter will acknowledge via our website, [www.pmirochester.org](http://www.pmirochester.org) , and on other social media platforms.
- The winner will get one non-transferrable free ticket to the PMI Rochester Professional Development Day (PDD), May 5<sup>th</sup> 2021

Application Form: *(see attached form). This form will not count towards the 6 page maximum count requirement.*

- Please fill out the entire application.
- Convert to a PDF and submit with other supporting documents.

## PMI Permissions & Release Form:

*(See attached form). The form will not count toward the stated 6-page count maximum.*

The nominee/client/owner of the body of work being considered for this award must complete and sign the **PMI Permissions and Release Form**. This is to confirm whether he or she did, or did not, use any PMI trademark, logo or copyrighted content from any PMI publication. Usage requires permission from PMI in the form of a permission agreement or license available at

<http://www.pmi.org/Forms-Permissions>.

The award nomination package must provide a hardcopy of the PMI Permission Agreement.

**Please note:** The nominee/client/owner of any body of work being considered for a PMI Professional Award must complete and sign the PMI Release Form granting PMI the non-exclusive right to use any submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies.

**In the application check (Box A):** PMI intellectual property has been used in the body of

work being considered for a PMI Rochester Professional Award

**In the application check (Box B):** If no PMI intellectual property has been used in the body of work being considered for a PMI Professional Rochester Award

## Verification, Evaluation and Selection:

- The PMI Rochester Professional Awards committee will contact the lead nominator to confirm receipt and eligibility of the nomination package.
- The PMI Rochester Professional Awards committee, PMI Dir. Of Corporate Outreach, VP of Outreach, and/or designee will verify the eligibility of the nomination package.
- The PMI Rochester Professional Awards committee will send the nomination package to a designated panel who are subject matter experts for evaluation.
- The nominations, evaluation process and scores are proprietary to PMI Rochester and Ithaca Chapters and will not be disclosed to nominators or nominees.
- The Lead Nominator and Nominee will be notified of the status of the nomination at the end of the evaluation process.

## Judging Panel:

- Evaluation is carried out by a panel of judges appointed by the PMI Rochester Professional Awards committee in conjunction with the PMI Rochester Chapter VP of Outreach.
- The panel of judges will include a minimum of three individuals with a broad spectrum of project management experience and PMP certification. Judges will complete a Conflict of Interest form to ensure there is no conflict of interest. If there is a conflict of interest the judge will recuse themselves from the process.

## General Terms and Conditions:

In taking part in the contest, the nominator and nominee agrees:

- To complete the application in compliance with the guidelines provided in this guide.
- To obtain authorizations, clearances, consents necessary for the public release of any material submitted. All material copyrights in the application requiring authorization and protection must be provided.
- That upon submission, all submission packets and their contents become the physical property of PMI Rochester Chapter and will not be returned and there are no restrictions on the use of the submitted information after the final date of submission.
- That PMI Rochester Chapter may use submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos, as well as case studies.
- That PMI Rochester Chapter will not reimburse any expenses for assembling the nomination package or for any presentation materials that may need to be created should the nomination be selected as a winner.
- That the PMI Rochester Chapter or the members associated with the Project Manager of the Year award will not be held liable for the decisions of the judges.
- The PMI Rochester Chapter reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that a nominee is or has become ineligible for the award. In any such case, PMI will notify the nominee and/or lead nominator of its decision as soon as possible prior to the award presentation.

**Questions? – Contact us!** Please direct all inquiries or comments to: Corporate Awards Manager, PMI Rochester Chapter [awards@pmirochester.org](mailto:awards@pmirochester.org).

Thank you for your interest and support of the PMI Rochester Professional Awards Programs