**Nomination Form**

**Association of Professional Communication Consultants**

**Association for Business Communication**

**2016 Excellence in Communication Consulting Award**

Send the completed form and supporting material as an e-mail attachment to the evaluation committee chair, Barbara Shwom at [bshwom@northwestern.edu](mailto:bshwom@northwestern.edu)

The nomination form, nomination narrative, resume, and all supporting materials should be a PDF portfolio or an e-Portfolio. For an e-Portfolio, the cover letter/statement must include both the URL and clear directions about accessing the content. Please limit the number of PDF portfolio pages to 30, with e-Portfolio content an equivalent volume. If you have questions, contact the committee chair by e-mail.

**Deadline for Nominations: August 15, 2016**

Nominator’s name:

Mailing address:

Phone (with country code if outside the US):

E-mail:

Nomination for: (check one)

* + - Excellence in Writing
    - Excellence in Training
    - Excellence in Electronic Media

Nominee’s name:

Mailing address:

Phone (with country code if outside the US):

E-mail:

URL (if submitting an e-Portfolio):

In addition to an attachment with the nominee’s resume and supporting evidence, include a

Nomination Narrative (no more than two pages) with the items listed below under the appropriate category.

**Excellence in Writing**

* Client’s assignment
* Writing process
* Difficulties or challenges
* Solutions to problems or challenges
* The significance of the document, its merits, and the contribution it makes to the profession, industry, or organization it serves.

**Excellence in Training**

* Overall plan of the training program, its purpose, scope, and intended audience
* The merits of the program; its effectiveness; and the contribution this training makes to the profession, industry, or organization it serves
* Supporting documentation such as sample training materials, evaluations, pre- or post-test summaries, participant statements, and client testimony

**Excellence in Electronic Media**

* Overall plan of the project, including its purpose, scope, and intended audience
* Development process, any difficulties or challenges, and solutions to problems
* The merits of the project; its effectiveness; and the contribution this project makes to the profession, industry, or organization it serves
* Supporting documentation such usability test results, user testimony, and client statements