



Hall of Leaders Nomination Guidelines *Recognizing Industry Pioneers & Leaders*

2011 Hall of Leaders

Deadline for nominations: July 26, 2010

AWARD BACKGROUND & INFORMATION

The Convention Industry Council's Hall of Leaders is the premier recognition program in the meetings, conventions, exhibitions, hospitality and travel industry. The award recognizes outstanding leaders who have undoubtedly shaped the industry. The defining quality among these leaders is that the industry would not be what it is today without their contributions. To maintain the integrity of this prestigious recognition it is essential that the individuals nominated be of the same caliber. Although a large number of nominations are generally received, CIC will only present this award to those individuals who meet the appropriate standards and qualifications.

The presentation of the award is made during a formal Hall of Leaders Gala. In addition, each inductee is honored at the Hall of Leaders Recognition Pavilion, located permanently in the Washington (DC) Convention Center. The pavilion contains a short tribute video to each inductee, highlighting his or her career. A second Hall of Leaders is housed in Chicago's McCormick Place. The McCormick Place display features bronze plaques which bear the inductees' likenesses and includes brief statements of their contributions to the industry.

ELIGIBILITY OF NOMINEES AND REQUIREMENTS OF THE NOMINATOR

- Induction into the Hall of Leaders shall not be limited to the members of the Convention Industry Council's member organizations, but may be given to anyone who makes a meaningful contribution to the industry.
- Posthumous nominations may be submitted.
- The Convention Industry Council may nominate as a body.
- Corporations or organizations are limited to one nomination. Organizations that sponsor a successful nominee agree to purchase an upgraded table and provide four (4) seats for their honoree. In addition, Organizations should be prepared to assist with travel arrangements to the Gala and Induction Ceremony (and related expenses) for the nominee, as needed.

PROCESS AND DEADLINES

All nominations for the 2011 Hall of Leaders class must be submitted to the CIC office in Alexandria, VA no later than 5 PM (EST) on July 26, 2010. Nominations should be sent directly to:

**Convention Industry Council
Hall of Leaders Nomination
700 North Fairfax Street
Suite 510
Alexandria, VA 22314
P: 571-527-3116
F: 571-527-3105**

PROCESS AND DEADLINES (*continued*)

- All nominations must include the following:
 - An official completed Hall of Leaders Nomination Form (See page 3).
 - Current professional photograph of the nominee in electronic format (high resolution .jpeg)
 - A nomination essay (Please refer to the criteria guidelines below)
 - A maximum of four (4) letters of support for the nomination. Each letter should be concise and provide at least one concrete example of how the nominee meets the criteria listed below. General accolades or letters of “support” do not provide the selection committee with the information needed to assess the application.
 - Thorough Biography/Career Summary of the Nominee
 - OPTIONAL*: Other supporting documents (e.g. articles written by or about the nominee, etc.) that speaks to the qualification of the nominee.

CONFIDENTIALITY

- While many qualified individuals are nominated no more than five (5) can be chosen. We request that any person or organization that submits a nomination for Hall of Leaders consideration **not release the name** of their nominee. Each organization’s Board of Directors should also be cautioned not to discuss their nominee outside the organization. Your cooperation is appreciated in keeping this information strictly confidential.
- All nominations forms, except those for the chosen inductees, are destroyed once the selection process has been completed. You are encouraged to make a copy of all nomination materials before submitting them to CIC. If you would like any original materials returned please note this request clearly, when submitting your nomination packet.

NOMINEE CRITERIA / NOMINATION ESSAY GUIDELINES

The following criteria are utilized in evaluating each nominee. In the submission, explain as concisely as possible how the candidate fits the criteria. **Be sure to address each topic separately and identify comments according to the corresponding alpha code and bolded topic** to insure that the reviewers know which criteria are being described.

- A. Shaped the Industry** – Is/was the nominee a “pioneer?” Have his/her contributions helped to shape the meetings, conventions, exhibitions and travel industry?
- B. Continues to Contribute to the Industry** – How do the nominee’s efforts continue to contribute to the meetings, conventions, exhibitions and travel industry?
- C. Spans More Than One Aspect of the Industry** – How do the nominee’s qualifications span more than one aspect of the meetings, conventions, exhibitions and travel industry? How does his/her work contribute to the total industry, as opposed to only one segment?
- D. Distinguished Achievements may include, but are not limited to:**
 - (1) significant contributions of lasting value to the overall industry;
 - (2) the leadership role(s) provided to the industry;
 - (3) development of original ideas, techniques or innovations in products, training or services for use in the industry;
 - (4) and, outstanding service to other organizations serving the industry
- E. Single Most Important Contribution** – In the opinion of the nominator, what is the nominee’s single most important contribution to the meetings, conventions, exhibitions and travel industry? What is the significance of that contribution?
- F. Contributions to Society** – How has the nominee contributed to society in general? How has the nominee contributed to the general welfare of those outside the industry?



Hall of Leaders Nomination Form
Recognizing Industry Pioneers & Leaders

2011 Hall of Leaders
Deadline for nominations: July 26, 2010

NOMINEE INFORMATION:

Name of Nominee:	
Status:	<input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Working in the Industry
Current or Most Recent Title:	
Current or Most Recent Employer:	
Mailing Address:	
	This is an: <input type="checkbox"/> Office Address <input type="checkbox"/> Home Address
Physical Address of Office: <i>(If different from above)</i>	
Phone:	
Fax:	
Email:	
Number of Years Professional Experience:	

NOMINATOR INFORMATION:

This Nomination is submitted by (select one and insert name):

- CIC Member Organization: _____
- Other Organization: _____
- Individual: _____

Provide the name and contact information for the individual submitting this application who will be the contact person for all future correspondence.

Name of Nominator:	
Title:	
Employer:	
Mailing Address:	
	This is an: <input type="checkbox"/> Office Address <input type="checkbox"/> Home Address
Physical Address of Office: <i>(If different from above)</i>	
Phone:	
Fax:	
Email:	
Authorizing Signature:	

Helpful Hints for an Effective Nomination Package

The following suggestions are based on feedback from the last panel of Hall of Leaders' judges. While following this advice is not required, your cooperation will assist this year's panel in fairly assessing your nominee and make your nomination package that much stronger.

Letters of Support:

- Each letter should provide concrete examples of how the nominee meets the criteria.
- Letters which offer "general support" or accolades from big names, but do not speak to the specific qualifications, will not sway the judges. Four well-written letters, with specific examples, from a colleague, employer or peer are meaningful.
- Seek out more than four letters, but only **submit the very best four**. Preferably, each letter will provide different examples or address different criteria about the nominee.

Other Supporting Documents (Optional):

- All other supporting documents must actually speak to the qualification of the nominee. For example, an article should be about or written by a nominee. An article where a nominee is merely quoted, unless it speaks directly to the reason for the nomination, is not helpful.

Essay Format:

- **Be sure to address each topic separately and identify comments according to the corresponding alpha code** to insure that the reviewers know which criteria is being described. There is no recommended length for the essay. Wordy responses are not necessarily better if they do not specifically address the criteria.

Essay Template

(Nominee's Name)

- A. Shaped the Industry** – Jane Doe shaped the industry by.....
- B. Continues to Contribute to the Industry** – Jane's efforts continue to contribute to the meetings, conventions, exhibitions and travel industry because.....
- C. Spans More Than One Aspect of the Industry** – Jane is active in many segments of the industry.....
- D. Distinguished Achievements** -- Significant contributions to the overall industry include....
- E. Single Most Important Contribution** – Jane's single most important contribution to our industry has been.....
- F. Contributions to Society** – Jane is active in her community and has contributed to it by....