### Click link to nomination form:

ieee.secure-platform.com/a/page/major\_board\_awards/standards\_association\_awards

1. Use IEEE credentials to login (users who do not have an existing account must create one)

2. Click on the applicable award





- 3. Under Category, select applicable award from the drop-down menu
- 4. Enter candidate's name
- 5. Click the SAVE AND NEXT button



sa-arcom@ieee.org





- The nomination form will appear
- Complete all candidate information
  - The top portion of the page includes information about the award
  - Scroll down to complete all candidate information
  - All items marked with a red asterisk \* are required
  - Enter citation, and answer all required questions
  - Enter at least three endorsers (first name, last name; email address). Endorsers will automatically receive the letter of endorsement request once the nominator inputs his/her information. You may enter up to five endorsers
  - Click the SAVE AND NEXT button
  - This saves your nomination. A green pop-up box will appear in the top right corner of the screen to indicate "Success" and to confirm that your nomination was saved
  - You will be brought to the Nominating Party page







### 2025 IEEE SA Awards

- The nomination form will appear
- Complete all nominating party information
- All items marked with a red asterisk \* are required

Candidate Information	
Nominator's name *	
Nominator's Business Affiliation *	
Nominator's Address *	
Street Address	
Line 2	
City	
Country	
United States	$\checkmark$
State / Province	
Select	<b>~</b>
Zip / Postal Code	
Phone Number *	
Nominator's Email *	





# Note important information at the bottom of the screen

- Click the **SAVE** button to save your nomination.
- Your nomination will NOT be submitted and will be classified as 'In Progress'

### IMPORTANT

If possible, please do not inform candidates that they are under consideration, since a limited number of recipients are chosen each year from among several worthy individuals.

### COMPLETING YOUR NOMINATION

By clicking "SAVE AND FINALIZE," your nomination will be submitted. A green pop-up box indicating "Success" will confirm your submission, and you will receive an automatically-generated email confirming that your nomination has been received.

By clicking "SAVE AND FINALIZE," you will send automatically-generated emails to your endorsers with a request and a link to either write or upload a letter of recommendation for your candidate.

You are encouraged to contact endorsers to notify them of the upcoming auto-generated email requests before submitting your nomination.

You must click "SAVE AND FINALIZE" before the 31 July deadline.

Clicking "SAVE" or "SAVE AND FINALIZE" enables you to save your current work and come back later to enter more data. No changes will be permitted after 31 July.

You may log into the nomination to check the status of letters received and send reminder emails to endorsers as needed. Endorsers must submit their letters by the 31 July deadline.

If you have any questions, please contact sa-arcom@ieee.org.





5

• What happens after you click

SAVE AND FINALIZE

- Your nomination will be submitted and will be classified as 'Complete' and 'Pending Recommendation'. A green pop-up box will appear on the upper right corner of the screen to indicate "Success" to confirm submission of your nomination.
- A system email will be sent to you confirming your submission. You will no longer be able to edit your nomination. You will be able to view completed letters of endorsement.

### IMPORTANT

If possible, please do not inform candidates that they are under consideration, since a limited number of recipients are chosen each year from among several worthy individuals.

#### COMPLETING YOUR NOMINATION

By clicking "SAVE AND FINALIZE," your nomination will be submitted. A green pop-up box indicating "Success" will confirm your submission, and you will receive an automatically-generated email confirming that your nomination has been received.

By clicking "SAVE AND FINALIZE," you will send automatically-generated emails to your endorsers with a request and a link to either write or upload a letter of recommendation for your candidate.

You are encouraged to contact endorsers to notify them of the upcoming auto-generated email requests before submitting your nomination.

You must click "SAVE AND FINALIZE" before the 31 July deadline.

Clicking "SAVE" or "SAVE AND FINALIZE" enables you to save your current work and come back later to enter more data. No changes will be permitted after 31 July

You may log into the nomination to check the status of letters received and send reminder emails to endorsers as needed. Endorsers must submit their letters by the 31 July deadline.

If you have any questions, please contact sa-arcom@ieee.org.

Login to <a href="https://ieee.secure-platform.com/a/page/major\_board\_awards/standards\_association\_awards">https://ieee.secure-platform.com/a/page/major\_board\_awards/standards\_association\_awards</a>

Print or view your nomination(s) and completed endorsements

- Send reminder emails to your endorsers
- A system email will be sent to you after an endorser submits a letter of recommendation





6

**RAVE AND FINAL IZE**