

## General Submission Guidelines

- Candidates may be nominated or may nominate themselves. The submission packet may be completed by the candidate or the individual submitting the nomination.
- Read all the guidelines before beginning work on your submission. Pay particular attention to the criteria on which the submission will be judged and the format to be followed.
- The submission itself must not contain any reference to the candidate or the candidate's organization. This is to ensure as much impartiality as possible. You will note that some of the forms have a space where a control number is to be filled in. Please disregard this; it is for our use to identify and track the various submissions anonymously.
- The completed submission must be received by IRMI on or before August 15.
- The submission must be provided electronically in a Word file (displays and charts may be in other software formats like Excel or PowerPoint).
- Remember to use your submission checklist and return it with your submission.
- If you have any questions, please contact Christine Fuge of IRMI at 800.827.4242. or [Christine.F@IRMI.com](mailto:Christine.F@IRMI.com)