Conference Award Nomination Guidelines

Dear [Nomination Committee/Recipient's Name],

We are pleased to announce the nomination process for the [Name of Award] which will be presented at the upcoming [Name of Conference] on [Date]. Below are the guidelines for submitting a nomination:

Eligibility Criteria

- The nominee must be a registered participant of [Name of Conference].
- The nominee should have made significant contributions in [specific field or criteria].
- Nominees must be nominated by a peer or mentor in the same field.

Nomination Process

1. Complete the nomination form, which can be found at [link to form].
2. Provide a statement of support (max 500 words) detailing the nominee's contributions.
3. Include at least two letters of recommendation from colleagues or mentors.
4. Submit all materials by [submission deadline].

Selection Criteria

Nominations will be evaluated based on:

- Impact of the nominee's work in the field.
- Innovation and creativity in their contributions.
- Engagement and involvement in the conference community.

If you have any questions, please contact us at [contact information]. We look forward to receiving your nominations!

Sincerely,

[Your Name]
[Your Title]
[Organization Name]