

You can use this worksheet to plan your nomination content. You can copy and paste information from this worksheet into the online form. You must enter the content and submit the nomination using the online form here:

<https://app.wizehive.com/apps/menu/speinternationalawards>

Nomination Form and Instructions for SPE International Awards

- Review the international award eligibility requirements and best practices at www.spe.org/awards before starting this nomination.
- Click the nomination button and log in to the nomination form using your SPE credentials.
- Select an award from the dropdown list, and then use the search function to find your candidate. Choose the name with Type: Member. See screenshot:

← → ↻ spe.org/awards/nominate/?type=international

INTERNATIONAL [select an award] If you need to update your SPE password to meet these conditions, [get password assistance](#).

- search by -

Email address [Email address of Nominee]
JDoe@someplace.com

OR

First Name [First(Given) Name] john

AND/OR

Last Name [Last(Family) Name] smith

- limit to -

Country

Search

Need Help? [View Search Tips](#).

Search Tips

If you are having trouble finding someone you wish to nominate, the following information might help.

Try searching with one of the following:

[email address]
OR
[first Name] starts with and/or
[last Name] starts with

If you still can not find who you are looking for, and have other information about the person you wish to nominate, customer service may be able to assist you using one of the support methods listed on the [Contact Us](#) page.

Close



- You will be taken to the online form. Enter requested information. The online form will pre-populate some fields from SPE records. Avoid using special characters
- **Do NOT change the award after starting this nomination. To change the name of the award, start a new form.**
- Provide sufficient detail for judges to make a decision.
- Think about the following when composing your nomination:

TECHNICAL AWARDS

Is this person an expert in this technical field?

How much impact has this person's technical expertise had on productivity and progress?

How diligent and proactive is this person in sharing his or her expertise for the improvement of the industry?

SERVICE & YOUNG MEMBER AWARDS

Contributions to and leadership in activities to the benefit of the public community.

Contributions to and leadership in activities to the benefit of petroleum engineering profession.

Contributions to and leadership in activities to the benefit of the Society of Petroleum Engineers.

FACULTY AWARD

Contributions to or excellence in knowledge sharing and/or classroom teaching.

Contributions to or excellence in research for the improvement of the petroleum engineering industry and profession.

Contributions to or excellence in advising and/or guiding students

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- **Colleagues can help support your candidate in 2 ways:**
 1. You can collect and upload up to 3 letters of recommendation from colleagues to this nomination.
 2. You can request a letter of recommendation from up to 3 colleagues by providing their email address. When you submit the nomination, they will receive an email requesting a letter of recommendation. The system will attach responses to the nomination. This method works only on the first submission. Subsequent editing will not generate a new request.

You can save your nomination - Select "save draft" and you can either continue editing or return later to edit the nomination. You can return to update your nomination at any time before the submission deadline, but if you do not submit your draft, judges will not review it.

You can work on multiple nominations - You can work on as many nomination drafts as you like as long as you do not nominate the same individual for the same award twice.

You must submit the nomination - Judges will only review nominations that you have submitted. They will not review draft nominations.

- **To submit your nomination** - Select "submit" and click the button. You can edit your nomination until the portal is closed.
- When you submit the nomination, you will receive an email confirmation. If you do not receive an email confirmation, return to the form and check for errors.
- Your candidate will also receive an email informing them of the nomination. Your candidate can upload a CV or resume that will be attached to the nomination.
- **Deadline: FEBRUARY 15** If you do not submit the nomination by this date, it will not be considered by the judges.
- **This nomination will remain active for 3 years** if the candidate remains eligible. See award eligibility requirements online at www.spe.org/speawards.
- **SPE International Award nominations and letters of recommendation are confidential.**

You must confirm the following:

- By submitting this nomination, you agree that SPE may contact you via email regarding the SPE Award Program.
- I have reviewed the Best Practices and Effective Award Nominations on the SPE.org/awards web page.

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Statement of Candidate Support

A full and complete statement of the reasons for proposing the candidate must accompany each nomination. Include the candidate's professional and industrial achievements supporting the award requirements in sufficient detail to enable to the committee to pass judgment on the candidate's worthiness to receive the award.

1- Statement of the significant reason why candidate should be selected for this award:

Required Statement * A one-sentence statement (500 character limit) summarizing the accomplishments of the candidate that meet the award criteria:

2- Describe specific examples of the candidate's work that support the award criteria:

Required Statement * Specific examples of candidate's body of work applicable to the award criteria.

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The remaining fields are optional, but you can include information that will help judges to understand the candidate's background.

3- Professional History:

a) Education (strongly recommended):

b) Industry experience (strongly recommended):

c) Company affiliations (optional):

d) Licenses and certifications (optional):

e) Professional memberships (optional):

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4- Major Accomplishments:

List significant contributions of the candidate that support the award requirements (optional).

a) International:

b) National and regional:

c) Section and local:

d) Company:

e) Academic:

f) Public service:

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5- Publications:

A list of five publications representing the candidate's best work supporting the award criteria (optional).

1)

2)

3)

4)

5)

6- Any additional information about the candidate:

Optional information about candidate:

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You may upload letters of recommendation or have recommendation request forms sent via email to colleagues.

Upload a Recommendation -You can submit up to 3 letters of recommendation supporting this nomination from colleagues familiar with the candidate's body of work. The letters must be in .pdf, .doc or .docx format. Maximum file size is 300MB. Upload the letters using the online form before the 15 February deadline.

Letter of Recommendation 1 from:

Letter of Recommendation 2 from:

Letter of Recommendation 3 from:

Request a Recommendation-When you submit this nomination, the system will send an email to the listed recommenders asking them to complete a recommendation form. The email will contain a link to upload their letter. You may complete up to three (3) recommendation requests below.



Complete this list before submitting the nomination. This automated request will only function on the first submission. If you add to or change these fields after you submit the nomination, the system **will not** generate new email requests for letters.

First Recommender Request

Recommender's First Name

Recommender's Last Name

Recommender's Email Address

Second Recommender Request

Recommender's First Name

Recommender's Last Name

Recommender's Email Address

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Third Recommender Request

Recommender's First Name

Recommender's Last Name

Recommender's Email Address

- **To Save Your Nomination** - At the end of the form, select "save draft". **Judges will not consider unsubmitted nominations.**
- **To Submit Your Nomination** - You must submit your nomination for it to be considered. Select "submit" and click the button.



When you submit the nomination, you will receive an email confirmation. If you do not receive an email confirmation, return to the form, correct any errors, and submit again.

Deadline: Submit before 15 February

Questions? Contact awards@spe.org Phone: +1.972.952.9393 and +1.800.456.6863 (US/Canada toll free)