

2020 ENGINEER OF THE YEAR GUIDELINES

1. Reminder that each engineering society that puts forward a candidate must be a sponsoring society for E-Week (minimum donation of \$250).
2. Each society submitting a nominee must have a representative on the EOTY Selection Committee. The Selection Committee will meet once, on January 16 at 10:00am. (anticipate 2 -3 hours for the selection process). Out-of-town committee members may arrange to attend via telephone.

KEY DATES

- Monday, November 23, 2020** Deadline to submit EOTY nominee with high resolution photograph and short biography (250 word max) for publication in *Alaska Business Monthly* and for display at Engineers Week exhibits. Email to Greg Latreille at glatreille@bbfm.com.
- Monday, January 11, 2021** Deadline to submit long resumes and name contact information for representative. Email to Greg Latreille at glatreille@bbfm.com.
- Saturday, January 16, 2021** Meeting of EOTY Selection Committee to determine overall winner. Bring PowerPoint presentations on a flash drive or email in advance to Greg Latreille at glatreille@bbfm.com.
- Saturday, February 27, 2021** Engineers Week Banquet. Nominees will be introduced, and overall winner will be announced. If the nominee cannot be present, please have a society member present to accept the award on their behalf.

REQUIREMENTS FOR SUBMITTALS

The society representative should work with their EOTY nominee to complete the various submittals:

1. **Monday, January 11, 2021.** A complete resume for the nominee conforming to the attached standard format. The maximum length is 5 single-spaced, typewritten pages. The font shall be Arial 10 point. Modest use of **bold** font and *italics* is permissible. The margins shall be one inch for top, bottom, and both sides for main text. Headers and footers are permitted within the one-inch margin. This resume is the primary mechanism for judging candidates. Resumes that do not contain requested information will be judged as lacking qualification under the particular criteria. Send to Greg Latreille at glatreille@bbfm.com.
2. **Saturday, January 16, 2021.** E-Week PowerPoint presentation due for the 10:00 AM meeting where representatives from the nominating societies will present their nominees to the EOTY Selection Committee. Nominees and representatives may work together to produce the presentation, but the representative must provide the electronic PowerPoint presentation