

# 2005 International Awards

## Frequently Asked Questions

### GENERAL

**1. Where is the Awards Web site?**

**[www.nursingsociety.org/programs](http://www.nursingsociety.org/programs)** or go to the home page and click on Awards in the main menu. Select International. A separate browser window will open up:  
[http://stti\\_awards.confex.com/stti\\_awards/intl2005/index.html](http://stti_awards.confex.com/stti_awards/intl2005/index.html) (this site is hosted by Confex)

**2. When is the Awards deadline?**

**March 1, 2005**

Exception: Chapter Key Award is due July 15, 2005

**3. How much does it cost?**

**US\$40**

Each award submission requires a US\$40 entry fee. Entries can be submitted in more than one category but each submission requires the US\$40 entry fee.

**4. Is membership required to apply?**

**No.**

Board of Directors and staff are ineligible.

**5. I am a 2004 Pinnacle Award recipient. Is my project automatically nominated for the 2005 International Awards?**

**Yes and no.** While their payment is also waived, this year we will have to ask the recipients to submit their entries online. Instructions will be provided by Angela and Kelly to these award recipients. Please forward their inquiries to Angela (x262; [angela@stti.iupui.edu](mailto:angela@stti.iupui.edu)) or Kelly (x250; [kellyk@stti.iupui.edu](mailto:kellyk@stti.iupui.edu)).

**6. If I am applying for the Chapter Key Award, do I use the online system?**

**No.** Please refer to the following link:

[http://www.nursingsociety.org/programs/award\\_chp\\_key.html](http://www.nursingsociety.org/programs/award_chp_key.html)

### AWARD CRITERIA

**7. Where are the award criteria?**

**On the Web site,** [http://stti\\_awards.confex.com/stti\\_awards/intl2005/index.html](http://stti_awards.confex.com/stti_awards/intl2005/index.html)

Click on the award to review a PDF of the award criteria. Please print a copy for your records and note any submission requirements. Incomplete entries will not be reviewed by the award judges.

### SUBMITTING A NOMINATION

**8. How do I submit a nomination for a 2005 International Award?**

Through the new online awards entry system located through the honor society's Web site, [http://stti\\_awards.confex.com/stti\\_awards/intl2005/index.html](http://stti_awards.confex.com/stti_awards/intl2005/index.html)

**9. Is there a hard copy entry form available?**

**No.** All nominations must be submitted online.

**10. How do I start an online entry?**

Click on **"Click Here to begin an entry to X Award"** listed below each award.

#### 11. How do I submit my entry online?

You will be prompted to following these six steps:

- 1) Select your award category
- 2) Enter the title of your nomination
- 3) Enter the nominator/nominee contact information
- 4) Upload the required documents
- 5) Pay the \$40 entry fee with a credit card
- 6) Confirm your submission

DO NOT USE THE BACK BROWSER BUTTON BUT SELECT THESE STEPS IN THE AWARD CONTROL PANEL AT LEFT

#### 12. Are there special instructions for nominating a group for an award?

**Yes.** You will have to provide the **name, credentials, professional title, affiliation, member id number, chapter name, region, preferred mailing address, phone number (home and office) and email** of each member of the group. All communications will be through the designated primary contact. It is the primary contact's responsibility to communicate award information to fellow study contributors.

#### 13. I started a submission but had to stop in the middle of it. Can I return to the same entry?

**Yes.** Using your Entry ID (4 digit-number) and Entry Password (6 digit-number), you can log-in to a nomination.

#### 14. How do I know my Entry ID and Entry Password?

**Email.** Refer to the email message you received when you started an entry, which lists your Entry ID and Entry Password. **If you cannot find your Entry ID and Password**, please have them contact Angela Miller at [angela@stti.iupui.edu](mailto:angela@stti.iupui.edu) or Kelly Kijovsky at [kellyk@stti.iupui.edu](mailto:kellyk@stti.iupui.edu).

#### 15. Can I view, edit or withdraw my nomination once it's submitted?

**Yes.** You can view, edit or withdraw your submission through the deadline, March 1, 2005.

#### 16. I've withdrawn my submission but already paid the \$40 entry fee. Can I get this back?

**No.** The entry fee is non-refundable.

#### 17. Can I send my nomination to headquarters instead of submitting it online?

**No.** **All** nominations must be submitted online (except Chapter Key). Hard copies of nominations are required only of entries that either a) exceed a 10 MB limit or b) have items (posters, videos, etc.) that cannot be uploaded through the online system. Online upload is preferred. Judges will review the entries online.

#### 18. What formats can be uploaded through the online system?

- o **TXT** - Plain Text
- o **HTML** - Hyper Text Markup Language, Web pages
- o **PDF** - Adobe's Portable Document format
- o **GIF, JPG, PNG** - Formats commonly used on the web
- o **RTF** - Rich text file (most word processors export this format)
- o **DOC** - Microsoft Word
- o **WMV, WMA, MOV, WAV, AIFF** - Multimedia formats

### 19. What do I do if I can't upload my project in the formats listed?

On Step 4, "Upload Supporting Material," upload as many of your entry documents as possible and only mail in the exceptions.

For the exceptions:

- **Check** "Mail in" box under File
- **Select** a "Type" from the drop-down menu
- **DO NOT** upload a file at this time. The system will automatically add the wording "*Will be submitted by mail*" after the page is saved.
- **Upload** a brief summary of the project(s) being mailed to headquarters. The file "Type" should be "*Summary (mailed item(s))*".
- **Click** the "Save" button
- If necessary, repeat the above steps to continue your submission, either noting items to be mailed or uploading additional documents. When you are finished, **click** the button to proceed to the next step.
- Mail the following to STTI headquarters:
  - Five (5) printed copies of confirmation summary (print-out available at the end of your submission under "Confirmation" step)
  - Five (5) copies or samples of entry  
(Name of award  
Sigma Theta Tau International  
550 West North Street  
Indianapolis, IN 46202  
USA  
*All entries become property of Sigma Theta Tau International and will not be returned.*)

## PAYMENT

### 20. Can I pay by check?

**No.** All entries (except Chapter Key Award) must submit payment through the online awards system using a credit card (VISA, MC, Discover).

### 21. Can I change my entry once I make payment and confirm the submission?

**Yes.** You can view, edit or withdraw to your entry through the deadline of March 1, 2005 (12:00 AM EST).

## JUDGING

### 22. How are the award entries judged?

**Qualified judging panels** representing strong talent and expertise are appointed. These judging panels will review the award entries online and determine a recipient(s) based on the criteria of the award category. Decision of the judging committee is final.

Only *complete* submissions will be reviewed. Submissions that are *incomplete* after the deadline will be withdrawn from the system and will not be reviewed.

## NOTIFICATION OF AWARD RECIPIENTS

### 23. When will I be notified if I am an award recipient?

**July 1, 2005.** Nominees and recipients will be notified of the judges' decisions. The primary contact will be the only person receiving communication from headquarters. The primary contact is responsible for notifying all team members and co-recipients.

**Exception:** *Notification for the Chapter Key Award will occur by September 1, 2005.*

## AWARD PRESENTATION

### 24. When are the awards presented?

The awards will be presented at the 38<sup>th</sup> Biennial Convention in Indianapolis, Indiana, **November 12-16, 2005.** Specific award presentation information will be mailed to each recipient. Group recipients receive only one award; however, additional awards can be ordered at the group's expense.

### 25. Do I receive a complimentary Convention registration as an award recipient?

- > **One** complimentary registration for the **day** of the award presentation will be provided to each winning nomination. (*Note: Group recipients receive only one complimentary registration for the day of the award presentation.*)
- > If the award is presented at a meal function, **one complimentary meal ticket** for the award meal function will be provided to each winning nomination.
- > **Exception:** Founders Award recipients and Honorary Members receive full complimentary registration for any part of the convention and **one** complimentary meal ticket for the award meal function.
- > **Exception:** Chapters receiving the Ethel Palmer Clarke Award for Excellence in Chapter Programming will receive **two** complimentary registrations, including award meal function tickets.

### 26. Will my travel expenses be covered to attend the award ceremony?

**No.** Award recipients will be responsible for all travel and related expenses incurred for convention attendance.

## WHO TO CONTACT

### 27. Who do I contact with questions about the award criteria?

**Staff Liaison** – refer to individual award criteria or staff liaison contact list on Web site  
888.634.7575 (Toll-free U.S./Canada)  
+1.317.634.8171  
Fax: +1.317.634.8188

### 28. Who do I contact with questions about the awards process?

**Angela Miller**, Manager of Constituent Involvement, [angela@stti.iupui.edu](mailto:angela@stti.iupui.edu)  
**Kelly Kijovsky**, Constituent Involvement Specialist, [kellyk@stti.iupui.edu](mailto:kellyk@stti.iupui.edu)  
888.634.7575 (Toll-free U.S./Canada)  
+1.317.634.8171  
Fax: +1.317.634.8188  
Email: [awards@stti.iupui.edu](mailto:awards@stti.iupui.edu)

### 29. Who do I contact if I have problems with the online system?

#### **Confex Technical Support**

Call +1.401.334.0220 between 8:30 am and 6:00 pm EDT, Monday-Friday  
Email: [stti\\_awards@confex.com](mailto:stti_awards@confex.com)