

2011 International Awards

Frequently Asked Questions

GENERAL

1. Where is the Awards Web site?

www.nursingsociety.org/awards or go to the home page and click on Awards in the main menu. Select International Awards. Find the link "Criteria and submission guidelines for 2011 International Awards" A separate browser window will open up:
http://stti.awards.confex.com/stti_awards/intl2011/index.html (this site is hosted by Confex)

2. When is the Awards deadline?

1 March 2011

Exception: Chapter Key Award is due 15 July 2011

3. How much does it cost?

US\$50

Each award submission requires a US\$50 entry fee. Entries can be submitted in more than one category but each submission requires the US\$50 entry fee.

4. How much does it cost for members outside the U.S.?

The fee structure for members outside the U.S. will be set according to World Bank classifications based on per capita income designated as low, middle and high. All fees paid to Headquarters, either by individual members or chapters, will be calculated in U.S. currency.

Sliding Scale for the 2011 International Award Entry Fees

High Income* = US\$50

Middle Income* = US\$20

Low Income* = US\$10

These fee categories are based on a country's GNI per capita as defined by World Bank Basic Indicators table. STTI is keeping all countries at their current classification from 2009. Changes occurring in July 2010 by the World Bank will be in effect next award cycle in 2013.

5. Is membership required to apply?

No.

Board of Directors and staff are ineligible.

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

Yes. There is a Chapter Key Award online submission form for the 2011 Chapter Key Award. An Excel spreadsheet will be available to download and complete to apply for the award. Once the spreadsheet is completed by the chapter, it can be uploaded through the online entry system. The Chapter Key Form is the only supporting material required for the submission. Any additional documents will be disregarded by the judges.

Chapter Key Award instructions

1) Go to the Chapter Key Award Web site,

http://www.nursingsociety.org/Awards/chapter/Pages/award_chp_key.aspx



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- 2) Download the **Chapter Key Award form** and save to your computer
- 3) Complete the **Chapter Key Award form** as criteria is met throughout the year. Please view Chapter Key Award eligibility requirements at http://www.nursingsociety.org/Awards/chapter/Pages/award_chp_key.aspx

Once your Chapter Key Award form is completed, create an online award submission by the 15 July 2011 deadline. The online process will open 1 November 2010 and automatically close on 15 July 2011 for the Chapter Key Award (note: all other awards have a 1 March 2011 deadline).

- 1) Go to http://stti.awards.confex.com/stti_awards/intl2011/index.html
- 2) Scroll down and click on "Click Here to begin an entry to Chapter Key Award".
- 3) Enter your chapter name as the title of your nomination and provide your email address (as the submitter)
- 4) Enter the nominator/nominee contact information. A primary contact will be requested. All communications will be through the designated primary contact. It is the primary contact's responsibility to communicate award information to fellow chapter members.
- 5) Upload your *completed* **Chapter Key Award form** from your computer as a supporting document
- 6) Pay the US\$50 entry fee with a credit card
- 7) Confirm your submission

Note: If you started a submission but had to stop in the middle of it, you can return to the same entry by using your Entry ID (4 digit-number) and Entry Password (6 digit-number). You can log-in to your Chapter Key Award nomination until the system closes on 15 July 2011 (11:59 p.m. EST).

7. Are there any NEW awards for 2011?

Yes. The Capstone International Nursing Book Award.

AWARD CRITERIA

8. Where are the award criteria?

On the Web site, http://stti.awards.confex.com/stti_awards/intl2011/index.html
Click on the award name 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

9. How do I submit a nomination for a 2011 International Award?

Through the online awards entry system located through the honor society's Web site, http://stti.awards.confex.com/stti_awards/intl2011/index.html

10. Is there a hard copy entry form available?

No. All nominations must be submitted online.

11. How do I start an online entry?

Click on "[Click Here to begin an entry to X Award](#)" listed below each award.

12. How do I submit my entry online?

You will be prompted to follow 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 US\$50 entry fee with a credit card
- 6) Confirm your submission

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

13. 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.

14. 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 until the system closes on 1 March 2011 (11:59 p.m. EST).

15. 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 contact the awards staff at headquarters at awards@stti.org.

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

Yes. You can view, edit or withdraw your submission through the 1 March 2011 deadline.

17. I've withdrawn my submission but already paid the US\$50 entry fee. Can I get this back?

No. The entry fee is non-refundable.

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

No. All nominations must be submitted online. Hard copies of entries will not be accepted. Judges will only review entries online.

19. What formats can be uploaded through the online system?

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

PAYMENT

20. Can I pay by check?

No. All entries 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 1 March 2011 deadline.

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 1 March 2011 deadline will be withdrawn from the system and will not be reviewed.

Exception: Chapter Key Award submissions that are incomplete after the 15 July 2011 deadline will be withdrawn from the system and will not be considered.

23. How do I sign up to become a judge?

If you wish to become a judge please contact Crystal Oyler at cnoyler@stti.org. You may not submit a nomination and judge the same award. Also you cannot be a part of the judging process if you have the same affiliation of any nominees within the award you are assigned to judge. We can assign you a new award to judge if this conflict of interest would occur.

You can also specify your interest to become an awards judge through [VI Profile](#).

24. Conflict of Interest within judging?

The honor society expects all award judges to notify the award liaison whenever he/she has inadvertently been asked to evaluate an entry with which he/she is closely associated with the nominee either professionally and/or personally. A judge will need to excuse him/herself from the judging committee of that specific award. Award coordinator or staff award liaison can move a judge or chair to another committee if the judge chooses.

NOTIFICATION OF AWARD RECIPIENTS

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

1 July 2011. Notifications will be sent via mail. 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 17 September 2011.

AWARD PRESENTATION

26. When are the awards presented?

The awards will be presented at the 41st Biennial Convention in Dallas, Texas, USA, **29 October - 2 November 2011**. Specific award presentation information will be mailed to each recipient. Group recipients receive only one award; however, additional award hardware can be ordered at the group's expense.

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

Some individual and group recipients receive one complimentary registration as defined below. Award recipients will be responsible for all travel and related expenses incurred for convention attendance unless indicated below.

- **Audrey Hepburn, Evidence-Base Practice, Daniel J. Pesut Spirit of Renewal, The Capstone International Nursing Book, Media, Research and Technology** award recipients receive one complimentary registration for the day of the award presentation and one complimentary meal ticket for the award meal function.

- **Episteme** and **Melanie C. Dreher Outstanding Dean** award recipients receive one complimentary registration for the day of the award presentation. Meal tickets can be purchased separately.
- **Virginia K. Saba Nursing Informatics Leadership Award** recipient receives travel and full convention registration funded by the Sigma Theta Tau International Foundation for Nursing. One complimentary meal ticket for the award meal function is also provided.
- **Founders Award** recipients receive full complimentary registration for any part of the convention and one complimentary meal ticket for the award meal function. Chapters receiving the Ethel Palmer Clarke Award for Excellence in Chapter Programming will receive two complimentary registrations, including award meal function tickets.

28. 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. (Exception: Virginia K. Saba Nursing Informatics Leadership Award recipient's travel and convention registration is funded by the Sigma Theta Tau International Foundation for Nursing).

WHO TO CONTACT

29. 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

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

Crystal Oyler, Awards and Recognition Coordinator
888.634.7575 (Toll-free U.S./Canada)
+1.317.634.8171
Fax: +1.317.634.8188
Email: awards@stti.org

31. 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