



AIA New York State

An Organization of The American Institute of Architects

2009 AIANYS Honor Awards – Nomination Guidelines

Name of Award _____

Who May Nominate an Honor Award Candidate?

Members of the AIANYS Board of Directors or an AIANYS component may nominate eligible individuals per the AIANYS Award description.

Please use this word document as a template for all awards.

Nominations

All nominations must be submitted in accordance with the guidelines below.

Each nomination shall contain the following information in the following order:

1. Sponsor's name, address, phone, fax, e-mail, component name.
2. A one-page nomination letter that summarizes the contributions made for the specific AIANYS award.
3. A brief biography of the nominee, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award.
4. Nominee's component if applicable.
5. Nominee's preferred mailing address, phone, fax, e-mail.
6. Exhibits, if appropriate for the nominee, to illustrate accomplishments that relate to the purpose of the award
7. A maximum of five (5) one-page letters of support; letters should be explicit in their recommendation and contain specific reasons for support
8. Picture of nominee (if available at time of nomination)
Please email to squirini@aianys.org

Schedule

All nominations must be received at AIANYS by the close of business (5:00 p.m.) on July 31, 2009 and sent to the address below. * Please send (7) copies of each nomination contained in a 3 ring binder.

AIA New York State
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