

## WITI Foundation Hall of Fame General Guidelines

The WITI Hall of Fame was launched in 1996 to provide a forum to recognize, celebrate and publicize the work of women whose contributions to science and technology are largely being ignored and lost in history.

In writing a nomination form, you are chronicling history. The burden of responsibility falls on the person nominating to give us the information we need to justify the candidate's induction. If your candidate is selected, the information you provide is also used in promotional materials for years to come.

Remember, it might be confusing for your candidate to have to give us information to justify her induction after the judges select her. The judges are making their decisions based only on the information included in the submissions given them. The information you provide will be incorporated into the description given about the inductee at the induction ceremony, so we rely on you to give us accurate and extensive information.

Once the nomination forms are complete and submitted, they go straight to the judges who must rely on the information your submission provides to choose the best candidates for induction.

Avoid lengthy descriptions about the company or organization a candidate works for unless that information ties in to the candidates' criteria in some way. The judges are discouraged from making their decisions based on their feelings about the organizations of the candidates.

Letters of recommendation are not required but are accepted, influential and do help your candidate in the selection process. Letters of recommendation personalize your candidate to the judges.

Lastly, feel a sense of responsibility towards the candidate you chose. Are they going to feel worthy of induction compared to the other WITI Hall of Fame inductees? Ask yourself, are you really choosing to submit the best person you know or someone you simply like?

Again, we look forward to hearing about your candidate. If your candidate is not selected, please be assured that nominators have improved and resubmitted their forms successfully in subsequent years. Sometimes excellent candidates for induction have not been represented well in the nomination forms and consequently not selected that particular year.

WITI accepts nominations all throughout the calendar year for the WITI Hall of Fame. The submission deadline for 2015 candidates has been extended to March 1, 2015.

The nomination forms are sent to an independent panel of judges. The inductees will be selected and notified shortly thereafter and inducted at the annual ceremony to take place June 1, 2015.

All Hall of Fame candidates must be nominated by a second party in order to receive consideration.

**Nominees must be personally available to accept the WITI Hall of Fame Award - no exceptions**

Thank you for your time and for providing us information for these very inspirational candidates.

## WITI Hall of Fame Nomination Form

(Please print or type clearly.)

Nominee: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Dates of Professional Experience: From: \_\_\_\_\_ To: \_\_\_\_\_

### **Nominating Party Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

### **If this nominee is selected, please contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## *WITI Hall of Fame Criteria and Required Questions*

Hall of Fame recipients include women who have made outstanding contributions based on one or more of the following criteria:

1. Directly made an exceptional contribution to the advancement of science and/or technology.
2. Facilitated and created programs that motivate young women to choose careers in science and technology.
3. Enabled and encouraged other scientific and technical women to advance in their careers.
4. Created scientific or technological innovations, which promote environmental harmony, support humanitarian endeavors or improve the human condition.

Based on the above recipient criteria, please completely answer all of the following questions. Answering these questions is required. WITI reserves the right to disqualify any nomination form that does not completely and thoroughly answer all of these questions.

1. Based on the criteria above, which of these criteria best describes the outstanding contributions of the nominee and why?
2. Please discuss all the other criterion above which describes your candidate as thoroughly and completely as possible.
3. How have this person's accomplishments impacted science and/or technology?
4. Has the nominee's accomplishments impacted the business or social community? If so, how?
5. Are there any challenges the nominee had to overcome in order to achieve these accomplishments? If so, please describe them.
6. Has the nominee received any scientific and/or technological awards, honors or prizes? Please list them.
7. How has the nominee shared her expertise, accomplishments and time in order to help other people or women peers/ young women advance and/or choose careers in science and technology?
8. In a summation, can you describe in two sentences why your nominee should be inducted to the WITI Women in Science and Technology Hall of Fame? Please incorporate the ideals of the criteria into this statement.
9. Are there any other factors that should be considered in selecting this person to the WITI Hall of Fame?

## ***WITI Hall of Fame Nomination Submission Instructions***

A complete WITI Hall of Fame nomination submission will include at least one completed electronic Nomination Form and the answers to the nine Required Questions. If you wish to include any supplemental material (i.e., letters of introduction or recommendation, news clippings, etc), please do so.

The following items are for promotional purposes and will be requested of the candidate. If you have these items, please consider including them in your nomination.

- Any supplemental information you might have on the candidate such as a biography and photo (5" x 7" or larger, 300+ DPI, JPG or TIF.)
- Links to Web sites relevant to the candidate.

A panel of independent judges reviews all WITI Hall of Fame nominations.

We require electronic submission of the nomination package. Submissions should be emailed to: [halloffame@corp.witi.com](mailto:halloffame@corp.witi.com)

If it is not possible to electronically submit the nomination package in its entirety, please do electronically submit the portion you are able. Materials which cannot be electronically submitted may be submitted via US Mail. Please submit three complete copies.

If necessary, submissions may be mailed to:

WITI Hall of Fame Nomination Committee  
OLYMPIC PLAZA  
11500 Olympic Blvd., Suite 400  
Los Angeles, CA 90064

If you have any questions regarding the nomination or selection process please call the Hall of Fame Program Manager at 818-788-9484.

Once your candidate is selected for the WITI Hall of Fame Award, she will be expected to accept the award in person as well as complete a four-minute biographical video for the WITI Hall of Fame Ceremony and the WITI Web Site. Examples of these videos can be found in the WITI Hall of Fame pages of the WITI Web site at: (<http://www.witi.com/halloffame>).