

**CONFIDENTIAL**

**ARMA Awards 2017**

**Nomination Form**

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| 1. **Award Category:** |
| 1. **Name(s) of Nominee(s):** |
| 1. **Nominee(s) contact details:**   Business Address:  Phone:  Email: |
| 1. **Nominee(s) ARMA Membership Number:** |
| 1. **Name of Nominator:** |
| 1. **Nominators contact details:**   Business Address:  Phone:  Email: |
| 1. **Nominators ARMA Membership Number:** |
| 1. **Short Description (Maximum 100 words):** |

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| 1. **Full Description (maximum 1000 words):** |
| 1. **Declaration by Nominee(s):**   I/we declare that I/we consent to being nominated for the 2017 ARMA Award Category as set out in this form. I/we agree that, in the event of being shortlisted for the Award, I/we will work with ARMA staff to prepare a case study on the subject matter contained in this nomination which may include text, photographs, audio and video material (to be prepared at ARMA’s cost). The case study will become and remain the property of ARMA UK Ltd and may be made freely available by ARMA to members of the Association.  Signed:  Date: |
| 1. **Declaration by Nominator:**   I declare that I nominate the above named person(s) for the 2017 ARMA Award Category set out in this form. I certify that I have the agreement of that/those person(s) to submit this nomination. I certify that the information contained in this form is true and accurate.  Signed:  Date: |

**Nomination Form Guidance Notes:**

1. Insert the number and full title of the Award for which this nomination is being made.
2. Insert the title and full name of the nominee(s).
3. Insert the usual business address, telephone number and email address of the nominee(s).
4. Insert the ARMA membership number(s) of the nominee(s). This may be found by logging in to the ARMA website, [www.arma.ac.uk](http://www.arma.ac.uk), and checking under “My Profile”.
5. Insert the title and full name of the nominator.
6. Insert the usual business address, telephone number and email address of the nominator.
7. Insert the ARMA membership number of the nominator. This may be found by logging in to the ARMA website, [www.arma.ac.uk](http://www.arma.ac.uk), and checking under “My Profile”.
8. Set out a short description, using a maximum of 100 words, of the project, initiative, work and/or person(s) on which the nomination is based. In the event of the nominee(s) being shortlisted for the Award, this short description will be published as part of the shortlist. It is important, therefore, that it is self-contained (i.e. does not rely on other information contained in the form), is readily comprehensible to non-expert readers, and is free from jargon and acronyms. It is not necessary to use the full 100 words but any words in excess of the 100 limit will be disregarded by the judges.
9. Set out a full description of the project, initiative, work and/or person(s), explaining how it meets the criteria for the Award. It is not necessary to repeat text contained in the short description, as both will be read by the judges. The description should contain all the information necessary for the judges to assess the nomination against the criteria. It should not contain links or references to external information, testimonials or resources. Where such are relevant to the nomination, they should be included within the text. It is not necessary to use the full 1000 words but any words in excess of the 1000 limit will be disregarded by the judges.
10. All nominees must sign and date the form. Scanned or digital signatures will be accepted and submission of the completed form by email or other electronic means will be taken as confirmation that the form has been signed.
11. The nominator must sign and date the form. Scanned or digital signatures will be accepted and submission of the completed form by email or other electronic means will be taken as confirmation that the form has been signed.