

## GUIDELINES FOR AEHOF NOMINATION PACKETS

Beginning with nominations for consideration in 2014, all AEHOF packets will be limited to 15 pages (single sided), using 12 point Garamond font, single spaced with one inch margins.

The following descriptions can be used as a guide in the preparation of the nomination packets. With the exception of Page 1 (Nomination Form), the remaining 14 pages may be organized to best describe the achievements and/or contributions of the nominee.

- Page 1: AEHOF Nomination Page (Cover Page)
- Page 2: One page (max) explaining how the nominee meets the eligibility requirements.
- Pages 3-4: Two pages (max) explaining how the nominee's contributions and/or achievements have made a positive impact on the engineering profession with emphasis on the State of Alabama and its citizens.
- Page 5: A one- to two-page resume, vita, or biographical sketch showing progression of professional advancement with responsible charge on engineering projects and other related activities. Direct supervision of professionals and the level of fiscal responsibility would be examples of useful information to include.
- Pages 6-7: Two one-page nomination letters from the co-nominators.
- Pages 8-10: Three pages of any additional supporting material that compliments the information provided above. This may include endorsement letters, related documents, listings and/or summaries of projects, a summary of publications or news items, etc.
- Pages 11-15: Up to 5 additional letters (or other supporting materials) that compliment or expand the content of information provided above.

**Only the first fifteen (15) pages will be copied and distributed for review by the selection committee.**