**Connecticut Academy of Science and Engineering**

### MEMBERSHIP NOMINATION PREPARATION FORM

**This form is provided to help you prepare your nomination.**

**Once gathered, enter the information into the online** [Nomination Form.](https://ctcase.wufoo.com/forms/zcdgmi10bxfvga/)

***Deadline for submission of nominations: November 16, 2018***

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**NOMINEE CONTACT INFORMATION**

**Nominee First Name:** Nominee Middle Initial**:**  Nominee **Last Name:**

**Academic Credential *(i.e. MD, PhD, PE, etc)*:**

**Position/Title:**

**Department (if applicable):**

**Organization:**

**Nominee’s BUSINESS Address & Contact Information**

**Business Email:**

**Business Phone:**

**Street Address:**

**Address Line 2:**

**City:**

**State/Province/Region:**

**Postal/Zip Code:**

**Country:**

**Nominee’s Home Address (Number/Street, City, Zip):**

**Alternate Email Address (optional):**

**Home Phone:**

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**Citation *(50 Words or less):***

**PLEASE READ THE FOLLOWING: It is most important that the CITATION for each nominee be concise (50 words or less) and make the case for why a candidate should be elected – identify high impact and specific contributions of the nominee.** *A nominee’s accomplishments can be more fully described in the NARRATIVE section of the Nomination.*

**National Academies** (*Indicate if the Nominee is an elected member of any of the following National Academies with election year noted:* NAS, NAE, NAM):

**Professional Area(s)** *(i.e. areas of expertise;* ***50 Words or less****):*

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**NOMINATOR & REFERENCE INFORMATION**

***Note: A CASE Member may serve as a Nominator for only one nomination and as a Reference (Member Reference or External Reference) for only one nomination***

**Nominator***(By CASE Member: Required — and limited to one nomination per member)****:***

Name/Title/Organization:   
Nominator Email:

Nominator Phone:

**REFERENCES**

* **Member Reference** *(CASE Member Reference Required — and limited to one REFERENCE per member)*

*Member Reference Letter of Support (400-word limit) is OPTIONAL and should be attached to the online Nomination Form.*

Member Reference Name/Title/Organization:   
Member Reference Email:

Member Reference Phone:

* **EXTERNAL REFERENCE & Letter of Support** *(OPTIONAL, PREFERRED — If an external reference is provided, a letter of support is required). This reference is an individual external to the nominee’s organization/company. The External Reference may be, but does not need to be, a CASE Member. However, a CASE Member may serve as a REFERENCE (Member Reference or External Reference) for only one nomination. Please attach External Reference Letter of Support (400-word limit) to the online Nomination Form.*

External Reference Name/Title/Organization:

External Reference Email:   
External Reference Phone:

External Reference Background:

Brief Statement on the External Reference’s background/stature to provide context for the required Letter of Support:

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**NOMINEE ADDITIONAL biographical summary**

***(All sections must be completed for processing a Nomination. If a Section does not apply to the Nominee, enter N/A in the space provided).***

This information is used to highlight and summarize the Nominee’s major activities and accomplishments. It will be provided to the membership for their consideration of the Nominee.

**Degrees** *(institution, date, degree, major; list in chronological order – 1st to last degree conferred)*:

**Principal Publications and/or Patents** *(List no more than 5 -- include dates – please provide a brief summary of the importance of each publication and/or patent listed to provide added-value for consideration of the Nominee. If none, please note N/A)*

*2,800 Characters Max (about 450 words)*:

**Honors and Awards** *(List no more than 8. If none, please note N/A)*

*2,800 Characters Max (about 450 words)*:

**Public Service** *(List no more than 8. If none, please note N/A))*

*2,800 Characters Max (about 450 words)*:

**Professional Society Memberships** (*List no more than 8.* If none, please note N/A)

*2,800 Characters Max (about 450 words)*:

**Narrative:** *In addition to the* ***CITATION****, please include an additional* ***200 - 400 words (2,900 characters max)*** *statement setting forth objectively the nominee's principal contributions to science or engineering. This information will be used by the membership committee in their review of the nominee.*

**ATTACHMENTS**

*The online form will provide places to attach 2 letters of support and the nominee’s CV.*

*REMINDER: A member reference is required; however the attending Letter of Support from the Member Reference is OPTIONAL.*

*An external reference is OPTIONAL but PREFFERED. If provided, a Letter of Support from the External Reference is REQUIRED.*

**Curriculum Vitae/Resume**

Please attach either a Word or PDF version of the nominee’s CV to the Online Form.

* **PLEASE NOTE THAT IT IS ONLY NECESSARY TO INCLUDE MAJOR PUBLICATIONS AND KEY ACTIVITIES**

*The CV should include the following:*

* Professional positions: Institutions & dates, with all positions/dates at each institution.
* Education: All undergraduate and graduate degrees, institutions and year conferred
* Post-doctoral fellowships and/or Visiting professorships