

SUBMISSION FORMAT – BEAUBIEN AWARD

Suggested Guidelines:

Submissions are not to exceed 7 pages in length (not including appendices) and are to be submitted on “8.5 x 11” paper using 11 point font. Submissions that exceed these guidelines will be returned for reformatting.

Submissions should be in the form of a letter addressed to:

Past-Chairs Council
c/o ACEC
mproulx@acec.ca

The letter should include:

- A) Greatest achievement the candidate should be known for (suggested 1 page max.)
- B) Identify examples in each of the following categories that highlight the candidate’s leadership, public profile, specific achievements and volunteer initiatives:
 - Community (suggested 1.5 page max.)
 - Profession (suggested 1.5 page max.)
 - Industry/business (suggested 1.5 page max.)
 - Involvement with ACEC and/or member organizations (suggested 1.5 page max.)
- C) Relationship of nominator to candidate and years known

In addition to the letter itself, up to 10 pages of supporting documentation may be provided as appendices, including:

- A) CV of candidate
- B) Other endorsements if applicable (e.g. media reports, professional industry or community, press releases, awards, citations etc.)