Creating a Nomination Package for the EAGE Awards Committee

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Purpose

This document provides guidelines and some examples for preparing a nomination package in support of a candidate (or nominee) for an EAGE named award.

EAGE Named Awards

The named awards are specified as follows:

- **Erasmus (open to EAGE members and non-members)**: for lifetime contribution in the field of resource exploration and development.
- **Honorary (open to EAGE members only)**: for highly significant and distinguished contribution to the geoscience community at large or to the Association in particular.
- **Schlumberger (open to EAGE members only)**: for outstanding contribution to the scientific and technical advancement of the geosciences, particularly geophysics.
- **Wegener (open to EAGE members only)**: for outstanding contribution to the scientific and technical advancement of EAGE's disciplines, particularly petroleum geoscience and engineering.
- **van Weelden (open to EAGE members only)**: for a highly significant contribution to one or more of the disciplines in our Association by an EAGE member who qualifies as a Young Professional. (The EAGE definition of Young Professional is: *an EAGE member being 35 years or younger within the current EAGE membership year*.)

General Guidelines

- **It is important that the person being nominated for an award is not aware of the process.**
- No member of the EAGE Board nor the Awards Committee (AC) can be nominated for an award of any type during their tenure of office.
- No paid employee, consultant or contractor of EAGE is eligible for an award during their financial involvement with the association.
- Named awards can be made only to individuals. By a Board decision, there is currently no provision for group or team awards. (Best Paper awards, not covered here, are of course made to the group of authors, who are often not EAGE members.)
- Individuals cannot nominate themselves for an award. If they do, they are automatically deemed ineligible.

Process of Creating a Nomination Package

EAGE awards follow a 'bottom-up' process, whereby the AC evaluates the strength of nominations presented to the committee in the form of a nomination package of documents. If a person is not nominated, (s)he cannot win an award! Similarly, it is important to create a strong nomination

package by presenting good arguments as to why your nomination candidate should receive the award. These are the steps to follow:

1. Before you go to the trouble of preparing a full nomination package, you can get a quick opinion on the potential suitability of your candidate by submitting your nomination via the short nomination form on the EAGE website. This form asks for a few details about yourself and your candidate, including the award you are seeking and a brief citation of support.

2. When your short nomination form is received, EAGE will check on your candidate's membership status and her/his potential eligibility for the award you have selected. You will then be asked to provide the following material to complete the nomination package.

    a. The nominee's curriculum vitae (CV) and list of publications (if appropriate). Obtaining these without the candidate's knowledge may require some subtlety; it is easier for a work colleague to achieve. However, many people post CV's on their personal, university or corporate websites, or on websites such as LinkedIn. Similarly, publication lists can often be collated from searches in on-line archives such as EarthDoc, or those from other societies. Google Scholar can also help. A suggested structure for a CV is given in Appendix D.

    b. A nominating letter that summarises the individual's achievements and details why (s)he deserves the EAGE Award you have identified. It is particularly important to describe how the candidate's work has made a significant difference to society, to the Association, or to geoscience/technology, in accordance with the award specification (above). A light-hearted, fictional example of a nominating letter is included in Appendix A with some example publications in Appendix B.

    c. At least one letter of support from technically qualified people who know the nominee and her/his work. Although the minimum is one supporting letter, it is beneficial to have a few letters from people who are independent of the candidate, or the candidate's employer, and can attest to her/his achievements. It is essential that such supporting letters are also independent of each other. Remember that the **quality** of the support is important, not the quantity.

3. The deadline to submit a full nomination for any given award cycle is **31 October**. Only complete nomination packages received by that date will be considered for awards to be presented at the next annual meeting. However, nominators are recommended to start composing their nomination packages well before the deadline, since this will allow enough time to submit a truly strong nomination.

4. A nomination package will be held on file for a period of two years. If a nominator wishes to reactivate a previously unsuccessful nomination, the minimum requirement is a fresh nomination letter, unless there have been significant changes in the nominee's CV.

Do's and Don'ts

Here are some specific recommendations in preparing materials such as a nominating letter, or a letter of support:

- Avoid sweeping generalisations such as, "In my opinion, John Hix is the greatest geophysicist of all time and clearly deserves the Schlumberger award."
- Instead, focus on the specific achievements:
    - In my opinion, John Hix deserves the Schlumberger award because of the following original discoveries…
    - In his paper (Hix et al. 1988), John Hix was the first to realise that…
    - John has supervised 34 MSc and 16 PhD students including the following notable professionals…
    - In 1990 Dr Hix was awarded a patent that has changed the industry completely by... Suggestions of suitable achievements to mention in a nomination letter or supporting letter are listed in Appendix C.
- Do provide references in support of achievements as far as possible.
- Do prepare documents that are easy to read. The AC members must read a lot of material to make their evaluations so it is helpful to have a crisp, concise document that avoids unnecessary 'padding' with words that add little to the statement of achievements.
- If you don't feel comfortable writing in English, do find an English-speaking colleague to review your letter.
- Do use spelling and grammar checkers to create a positive impression.
- Do use a neat, structured layout, so that it is comfortable on the eye and delivers the required information easily.
- Don't circulate an example letter of support to 20 'big-name' people who don't know your candidate. They are likely to use cut-and-paste in any letters they may write, which **will** be detected and **will** reduce significantly the quality of their support for your candidate.

Appendix A: Example Nomination

A Fictitious Nomination Letter

Dear EAGE Awards Committee,

Nomination of Dr John Hix for EAGE Honorary Membership

Please find below my nomination letter for the award of Honorary Membership to Dr John Hix. A list of his most significant publications is also attached.

This year, Dr John Hix retires from the Unseen University, in the city of Ankh-Morpork, Discworld, after 10 years as Head of the Department of Post-Mortem Communications. As the Arch-Chancellor of the Unseen University, I have known Dr Hix and his outstanding work for the past forty years and I would like to nominate him for EAGE Honorary Membership, not on the grounds of longevity, but for his unbelievable contributions to our profession and to our society.

Dr Hix studied charmed particle physics at Brazeneck College, Camford University, graduating in 1968 with a first-class BSc degree. He then studied geophysics at the Unseen University, where his thesis research characterised, for the first time, the crustal structure of the sunken continent of Ku from long-range refraction profiles. Taking his PhD in 1974, and full of enthusiasm for an earth science career, he joined Stealth Seismic Services Ltd (SSSL) as a geophysicist and, following rapid promotion, as Technical Manager, in their Applied Research Centre in Ankh-Morpork.

Spotted as an upwardly mobile technologist, John transferred to the SSSL centre in Cangoolie, in 1979, as a highly creative Senior Research Geophysicist. His diverse research projects covered near-surface effects, static and dynamic miasmas, multiple inversions, artificial intelligence, extra-sensory perception, methods for automated interpretation of 3D surveys, identification of ghost events using compliant media, and time-lapse monitoring of phantoms. It was in this last area that John made one of the most important contributions to modern ethereal seismology when he devised, implemented and disclosed the first-ever demonstration of repeated surveys for monitoring the replacement of ectoplasm by water in reservoirs at depth under real field conditions (Hix et al. 1988). The principle of time-lapse monitoring for reservoir changes had been demonstrated for steam and fire floods in heavy oil, and gas-liquid contact movements had also been observed, but this was the first time that the subtler difference between water and ectoplasm had been seen in a time-lapse context. This report, together with the formal disclosure in a Discworld patent granted in 1990, paved the way for modern reservoir monitoring, also known as 4D seismic.

After that, there was no looking back and a series of time-lapse papers were presented simultaneously at conferences around the world, many of which are captured in the attached publications list. In 1990, John became the youngest-ever Research Manager of Hogwart Geophysical Services, which had bought out SSSL in the meantime. Until 1993, he was responsible for research, development, implementation, and support of techniques for amplitude-related processing, inversion, reservoir characterization, and ectoplasmic monitoring. A new change of ownership in 1993 saw him move to Zemphis Geophysical R&D in Pseudopolis, where he continued to work on discontinuous time-lapse methods and their applications.

From 1997 to December 2000, John was Zemphis' Global Manager for Geophysical Technology but, in 2000, a merger with the extra-sensory division of the Unseen University brought John back to his alma mater as Chief Geophysicist for Data Processing, based in Ankh-Morpork. In this position, he was responsible for many innovations in DP technology, from their conception to commercialisation. In addition, he performed many unbelievable feats of technical marketing, helping to integrate Zemphis into the Unseen University organisation, and was a mentor to many younger wizards of the data processing community. Since March 2006, John was Head of Department of Post-Mortem Communications, where he was an invaluable asset in forging invisible links between the university and its shadowy sources of revenue, representing insatiable client needs to his departmental researchers, and communicating diabolical new ideas to the operating centres.

John is a member of several prestigious societies and, of course, EAGE, joining in 1969. During his time as a highly active member of the Association, he has regularly chaired sessions at workshops, séances and annual conferences, and has reviewed many fragments of papyrus for the society's annals. Recently, he was appointed Chief Editor of the Journal of Circular Reasoning, thereby becoming the first Post-Mortem member of the Research Committee.

In this year of his retirement, to take a higher degree in Astrology at the Unseen University, I feel that Dr John Hix highly merits the award of EAGE Honorary Membership for his unpublished contributions to ectoplasmic science, his enthusiastic encouragement of many self-replicating mystical practitioners, and his spell-binding support of the Association.

Yours sincerely,

Mustrum Ridcully
Arch-Chancellor, Unseen University

Appendix B: Example Publications List

Peer-Reviewed Articles

Cheese, B., Hix, J. & Cheese, L. 1976. Geophysical Investigations around the sunken continent of Ku. *Journal of Circular Reasoning,* **91**(29), 4952-4968.

Abstracts/Conference Proceedings

Hix, J., Tunes, L., & Parmesan, C. 1988. *Monitoring of Ectoplasm-Water Fronts by Direct Measurement*. Unseen University Annual Convention, Pseudopolis, Extended Abstract UU23.

Hix, J., Strange, K. & Finkl, L. 1984. *The Role of Extra-Sensory Perception in Improving Seismic Resolution*. Unseen University Annual Convention, Ankh-Morpork, Extended Abstract UU05.

Thesis

Hix, J. 1974. *The tectonic history of Ku from seismic refraction profiling*. PhD thesis, Unseen University.

Patent

Hix, J. 1990 Discworld Patent 9130496, System for Monitoring the Changes in Content of an Ectoplasm Reservoir.

(The generic patent for all ectoplasmic 4D monitoring)

A real list of publications would probably have more than the examples listed here, and should be as complete as possible. However, there are more ways to show impact and achievements than just publications: some examples are given in Appendix C.

Appendix C: Example Achievements

These are suggestions for items that can be mentioned to build a case for outstanding or significant contributions and achievements. This is not an exhaustive list, it is not in any order of merit, and no individual is expected to have achieved in all areas, but they give a flavour for the sort of documented achievements that the awards committee is looking for. When considering whether to include a particular achievement, think of the impact of achievements rather than just the number.

- Journal articles, external or citable Internal reports, conference presentations describing significant and original technical advances. The greater the impact, the better.
- Patents, books, book chapters, review articles
- Documented algorithms, software architectures, computer programs, workflows
- Articles in the popular press, newspapers, websites and blogs
- Hardware designs, construction and engineering processes, manufacturing processes or solutions
- Designing, building and operating experimental laboratory equipment
- Discovery of new resources, production/extraction enhancements
- Contributions to sustainable earth science, non-hydrocarbon geoenergy, geological carbon storage, reducing environmental footprints
- Inventions of new tools, processes, interpretations, products and services
- Project management or supervision; technical audits and peer reviews
- Contracts awarded, tenders won, projects delivered
- Creation and/or delivery of educational and professional development courses, lectures, training documentation
- Independent internal or external recognition or certification of technical expertise
- Contributor/reviewer of technical standards, procedures/processes, guidelines, design books
- Journal editor or reviewer, committee member in professional society, conference/ workshop convenor, session chair
- Service on governmental/institutional/university committees relevant to geoscience or engineering
- Evaluation of grant/funding proposals; university or institutional appointments committee service;
- PhD/MSc research student supervision; external/internal university examiner
- Invited speaker, keynote address at conferences and workshops
- Winner of an award from a sister society
- Contributions of any sort to the benefit of the general public or wider society

Appendix D: CV or Résumé

If you can acquire a CV from your candidate without giving away the purpose, you will probably not spend time to format it. However, a well presented CV will deal with a number of headings as suggested below.

Name of Candidate

Institutional Address

Do not give home address. If candidate is not in employment (e.g. retired) then a contact e-mail address or phone number is sufficient.

Education

University degrees or other professional qualifications achieved; dates; summary of significant achievements and a brief synopsis of any research.

Employment Experience

Include name of employer, dates of each period of employment, position held, and brief summary of award-related activities and achievements.

Professional Activities and Affiliations

Society memberships and activities; workshop and conference organisation; lecture tours, training courses; voluntary activities; university or governmental service.

Other Marks of Esteem

Honours, awards and prizes, advanced degrees; professional recognition; invited talks; journal editing and reviews