



Submission Process for Special Recognition in Entrepreneurship Education Innovation Awards

Application for this award also begins with a nomination of the respective innovation. Self-nominations are encouraged. Initial nominations require an information packet including all information described below.

Up to five finalists are chosen by the Pedagogy Awards Committee and are notified via email. Those selected as Finalists must commit to attending the annual conference and presenting to their peers. Finalists will have 10-minutes to present their innovation in a plenary session at the conference. The audience (conference attendees) will select up to 2 winners from the finalists by a vote.

Nominee information packet

Nominees must submit an executive summary, no more than 7 pages that contain the following information by **October 3, 2011**.

1. The title page should contain:
 - The name of the individual or school being nominated
 - The award for which the individual or school is being nominated
 - The name of the person submitting the nomination

2. No more than 3-5 pages of text describing:
 - The name of the nominee
 - A description of the innovation
 - ✓ Unique aspects and features of the innovation – how or why is it innovative?
 - The purpose and outcomes of the innovation
 - The primary objectives of the innovation
 - The name, address, phone number and fax number of a person who can provide any additional materials needed
 - Whom the innovation serves
 - This information must be submitted in PDF format

3. No more than 1-3 pages of exhibits, i.e.: charts, diagrams, figures, tables, etc.
 - These should be used to more fully explain or clarify the text.
 - This information must be submitted in PDF format.

Submission of Initial Nomination Materials

1. The *Executive Summary* must be submitted online via the following site in PDF format.
<http://usasbe.org/about/awards/eenawards/default.asp>

Submission of Finalist Presentation Slides and Handouts

Finalists will be notified by email by the Pedagogy Awards Committee Chair on or about November 7, 2011.

1. Finalists must submit a second packet of materials containing copies of the presentation slides and any handouts or materials for the audience.
 - a. Presentation slides must be in PowerPoint format.
 - b. Handouts must be in PDF format.
2. Copies of handouts or supplemental materials for the audience are the responsibility of the presenters.
3. Materials must be submitted online by **5pm EST on December 12, 2011** using the following site:

<http://usasbe.org/about/awards/eenawards/default.asp>

For more information, please contact the USASBE Awards Chair:

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