



## Nomination Process

1. INCOSE UK Members will receive a notice inviting nominations for Outstanding Service Awards, stating that nomination forms are available from the INCOSE UK Website and Secretariat.
2. Completed nomination forms must be signed by the nominator and seconder and must be received by the INCOSE UK Secretariat by the due date.
3. The President will announce the results and present the awards to successful nominees at the Annual Systems Engineering Conference.
4. An individual who is a current Council Member cannot be nominated for an award.

## Selection and Notification

The INCOSE UK Secretariat will collate all nominations, review them against the required information, and pass them to the UK Council for review and approval.

### Notification:

- INCOSE UK Secretariat will notify nominators of those who did not receive an award
- INCOSE UK Secretariat will notify nominators and award recipients
- Recipients will be invited to attend the INCOSE UK Annual Systems Engineering Conference to be presented with their award (at their own expense)
- Recipients will be asked to keep the information confidential until presentation

## Presentation

There is no limit to the number of INCOSE UK Outstanding Service Awards that may be presented each year.

Award recipients will receive a certificate.