

TEIN 10-97 Attachment A
JETT★CON '97 Showcase Awards
Nomination Entry Form

For the narrative sections IV and V, the following instructions apply:

- ① The minimum type size to be used is 12 pt.
- ② Please number the pages.
- ③ Instructions do not have to be repeated in your entry (if you are creating a new form) but each section should be clearly marked so that judges can easily follow the nomination form format.

Please complete every section as indicated. Do not leave any space blank: if the field does not apply to your entry, please indicate with "n/a."

I. Identification Information

Name of Program or Initiative
Lead Organization
Name of State or Local Contact
Title:
Address:

Telephone:

Fax:

E-mail:

II. General Information

Name of Program/Project Being Nominated:

Awards Category:

- Category #1 - Developing a Workforce Development System for the 21st Century
- Category #2 - Managing the Impacts of Technology
- Category #3 - Designing Learning Technologies to Enhance Training and Assessment Services
- Category #4 - Using Internet/Intranet Technology
- Category #5 - Forging Technology Alliances That Work
- Category #6 - Using Assistive Technology to Create Universal Access

Month/Year Initiated:

(If program/project is more than one year old, results and activities from the most recent year should be highlighted in the criteria section.)

Is the nomination for:

- The State Category
- The Community Category

Has the program/project previously been recognized publicly for successes, or been nominated for or received any other awards?

- Yes
- No

If yes, please explain:

III. Resources

Total Start-up Costs:

Direct: Fund Source(s):

Indirect:

Total On-going Annual Costs:

Direct: Fund Source(s):

Indirect:

If the project is receiving other non-financial support from public or private partners, please identify the organization and describe the type of support.

IV. Synopsis

Attach a brief synopsis (no more than one page) that briefly describes the information listed under each **Award Category** heading under the subheading entitled **Description**.

V. Criteria Information

Provide a narrative which describes how the nominee supports the award criteria. Responses to the criteria information (listed under the **Award Category** heading under the subheading **Criteria**) must not exceed four pages in total.

7 Ways to Tip Your Entry Over the Top

1. Demonstrate the "uniqueness." Differentiate your program/service from others like it.
2. Write in non-government English. No acronyms! Don't forget; the judges are from "outside the system."
3. Mention any other recognition received.
4. Even if it is estimated, report results in as many different ways as possible:
 - ✓ cost or time savings
 - ✓ cost effectiveness
 - ✓ cost comparison of similar competitive products
 - ✓ increase in customers satisfied, reductions in customers lost, and increases in customers served
 - ✓ number of repeat users
 - ✓ reduction in lost customers
 - ✓ program duplicated by others based on success
 - ✓ reductions in training time
5. Highlight the role technology has played in your success.
6. Highlight impacts on universality, customer choice, integration, outcomes.
7. Customer input and feedback is important.

Make Your Success Tangible

1. Use "numbers," including dollars
 - ✓ "...a kiosk with 16 different services on-line"
 - ✓ "...access in 42 local libraries covering every major city and town in 16 counties"
 - ✓ "...312 interviewers received 6.5 hours of internet instruction, followed by a six-month period of skill application...."
 - ✓ "Turn "virtually every job seeker in the state" into "an estimated 7 percent of the state's population--210,000 people--are job seeking at any given time"
 - ✓ Definitely stay away from "because it is not tracked, it is difficult to determine..." Find some way to measure the program.
 - ✓ Turn "97 percent of users were satisfied..." into "97 percent of users, totaling 3,167 in one month alone, were satisfied..."
 - ✓ "Results are based on 300 hours of the program's active operation on-site in a local office. More than 1,200 customers used the program to..."
 - ✓ Based on the overall savings to the taxpayers of \$1,618,400, it is estimated that the return on investment is..."
 - ✓ "...only two screens before customers are viewing jobs"
 - ✓ "...An average of 20 minutes per customer on-line, totaling 7,219 hours during..."
2. Use repetition to highlight the nomination's most important points.
3. Use real people's names, and program names that sound like solutions.