



## **IBPSA International Building Performance Simulation Association**

### **IBPSA Fellow Nomination Application Instructions** Revised 8 October 2012

In 2009, IBPSA has instituted the membership grade of Fellow that recognizes those who have made outstanding contributions to the building simulation field. This is not the same as having made significant contributions to IBPSA, though of course potential Fellows may have made outstanding contributions to both the field and to the society.

The IBPSA Board has approved the following guidelines:

“A member who has attained distinction in the field of building performance simulation, or in the allied arts or sciences, or in teaching of major courses in said arts and sciences, or who by way of research, simulation code development, original work, or application of building simulation on projects of a significant scope, has made substantial contribution to said arts and sciences, and has been active in the field for the last ten (10) years is eligible for election to the grade of Fellow by the Board of Directors.”

These instructions accompany the IBPSA Fellow Nomination Application which exists as a PDF that should be filled in by the nominator. We request that nomination packages be submitted as two, and only two, files:

1. A collated PDF that begins with the Fellow Nomination Application to which the nominator has appended a CV, a nomination letter, and two to four additional support letters. The support letters should be on institutional or corporate letterhead and scanned if necessary.
2. A high-resolution head-and-shoulders digital photo in jpg or tif formats. The digital photo will be used in publicizing the award, should the nomination be approved.

The nomination application form is intended to be self-explanatory. If this is not the case, please direct questions to Cheol-Soo Park (cheolspark@skku.ac.kr). The first page collects information on the nominator and supporting letter writers. The second and following pages collect information on the nominee. A few notes may be helpful:

1. Some fields, such as the nominee’s university education record, professional records, and summaries of accomplishments may be expanded or shrunk as needed by clicking the “+” symbol or “X” symbol.
2. On page 2, the summary of nominee’s qualifications with a maximum length of 150 words will be used in publicizing the award in press releases and newsletter articles. There is ample room elsewhere to detail the nominee’s accomplishments; this statement should be concise and aimed at a reasonably general audience.
3. Only one summary of accomplishments is required; it may be up to two pages in length. However, up to three summaries in different categories may be submitted.

The PDF file should be collated in the following sequence:

1. Nomination Application Form
2. Nominator’s letter
3. Supporting letters
4. CV of the nominee

New IBPSA Fellows are recognized at the biennial Building Simulation conferences held in odd-numbered years. The deadline for the 2017 class of Fellows is 31 October 2016 and should be sent to Cheol-Soo Park (cheolspark@skku.ac.kr). Should they be too large to send by e-mail, please use a web file storage service and send the URL for downloading to Cheol-Soo Park.