

# IBPSA Awards Nomination Instructions

IBPSA makes three awards for outstanding work in the building performance simulation field. These awards are made on a biennial basis at each Building Simulation Conference, providing there is a qualified candidate. The categories awarded are:

## (1) IBPSA Distinguished Achievement Award

This award, formerly named the IBPSA Award for Distinguished Service to Building Simulation, recognizes an individual who has a distinguished record of contributions to the field of building performance simulation, over a long period. The award consists of a certificate and \$500 (US). Awarded biennially.

## (2) IBPSA Outstanding Young Contributor Award

This award recognizes an individual at the beginning of their career who has demonstrated potential for significant contributions to the field of building performance simulation. The award consists of a certificate and \$500 (US). Awarded biennially.

## (3) IBPSA Innovative Application Award

This award, formerly named the IBPSA Award for Distinguished Practice, recognizes an individual, group or firm, who has made a significant contribution to the effective application and/or advancement of building performance simulation in practice. The award may be given for a unique or noteworthy use of simulation in practice; development of simulation software or supporting software that has had a significant impact on industry practice; or other contribution that has advanced building performance simulation in practice. The award consists of a certificate and \$US500. Awarded biennially.

Nominations for awards must be made by an independent third party.

Nominations for the **Distinguished Achievement Award** should include a brief CV which gives the history of involvement with building performance simulation, publications etc., and a summary of the nominee's specific contribution to the field of building performance simulation – e.g. in the development/ contribution to development of building performance simulation tools or in furthering knowledge in the field of application of building performance simulation, etc.

Nominations for the **Outstanding Young Contributor Award** should include a brief CV, which gives a summary of the individual's contributions to the field of building performance simulation, their publications etc., and an assessment of the potential for future contributions arising from the individual.

Nominations for the **Innovative Application Award** should be accompanied by a summary of the individual's, group's or firm's contributions to the field of building performance simulation in practice and an assessment of the significance of these contributions.

Nomination packages should be submitted through the IBPSA Awards and Fellows Conftool website at: <https://www.conftool.net/ibpsa-awards-and-fellows> before the deadline published on the IBPSA website. Step-by-step instructions are provided below.

Please direct questions to Michaël Kummert ([michael.kummert@polymtl.ca](mailto:michael.kummert@polymtl.ca)).

# Step-by-step submission instructions

- 1) Browse to <https://www.conftool.net/ibpsa-awards-and-fellows> and click on "Create account and submit nomination".

The screenshot shows a web browser window with the URL <https://www.conftool.net/ibpsa-awards-and-fellows/index.php?page=adminToolContributionTypes>. The page header includes the IBPSA logo and the text "IBPSA Awards and Fellows". Below the header, there is a "Register New" link. The main content area is titled "ConfTool Project Administration" and contains the following text: "Please login to be able to submit your nomination. If you did not establish a user account before, please create a new account." A prominent red button labeled "Account Login" is displayed. Below it, a link "First time here?" points to "Create account and submit nomination". There is also a "Registered users" section with input fields for "User name:" and "Password:", and links for "Forgotten your user name?" and "Forgotten your password?". A "Login" button is positioned below these fields. At the bottom of the page, there is a footer with contact information and a "Mobile View" link.

- 2) Fill in your personal information. Make sure to use a valid email to receive a confirmation later.

**Register New**

On this page you can create a new user account for the ConfTool project management system. All fields marked with an asterisk (\*) must be filled in.

**Personal Information**

* Organization / Company	University of Something
Department	Building Performance Simulation
* Title	<input checked="" type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
Full Academic Title / Professional Position	
* First & Middle Name	Jane
* Last Name / Family Name	Nominator
* Address Line 1	1 Main Street
Address Line 2	
(*) Postcode / ZIP Code	
* City	Somewhere
(*) State / Territory / Province	Please Select (only U.S. / Can / Aus)
* Country	Canada
Phone	
Fax	
* E-Mail	jane.nominator@universitymail.com
Secondary E-Mail (Optional)	

- 3) Accept the data privacy agreement, choose a username and password and click on “Save user data and begin submitting your nomination”.

**Data Privacy Agreement**

In order to use the ConfTool system, you will create a user account with your personal details. Your user data, your actions and the results of your actions will be stored within the system.

**Use and Disclosure of Personal Data**

Information stored in the ConfTool system will exclusively be used in relation to this event or a subsequent event. Your personal data will **only** be passed on to third parties if this is necessary for the organization of the event, for billing purposes or for legal reasons (e. g. in the case of an external audit), but it will not be distributed or sold to other parties for other purposes.

**Right to Information**

Upon request, the organisers of this event will provide you, in writing, with all personal data they have stored about you. You can inquire where the data were collected, to whom they are disclosed and the purposes for which they have been stored.

I accept the data privacy agreement.

**User Comments**

**Account Information**

\* User Name: janenominator  
Your user name must be at least two (2) characters long. It is case sensitive.

\* Password: [Redacted]  
Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.

\* Confirm Password: [Redacted]  
Please repeat your password for verification.

**Save User Data and Begin Submitting Your Nomination**

- 4) After your account has been created successfully, you can start submitting a nomination. Click on the appropriate category (e.g. “Distinguished Achievement Award” as shown below, scroll down for other awards).

INTERNATIONAL BUILDING PERFORMANCE SIMULATION ASSOCIATION

# IBPSA Awards and Fellows

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Overview > Your Nominations

**Registration Information**

Your user account has been established. Next time you visit the project system, please use your user name and password to log in.

**Your Nominations**

Here you can submit your nomination and access your submitted nominations.

**Submit New Nomination**

Please select the type of nomination you want to submit.

- ▶ **Distinguished Achievement Award**

You can submit here a nomination for the IBPSA Distinguished Achievement Award.

Details on the Award and instructions to submit a nomination package can be found on the IBPSA website: <http://www.ibpsa.org/awards/>

**Checklist: nomination package contents**

- Nomination letter on organization letterhead
- Brief CV of nominee which gives the history of involvement with building performance simulation, publications, etc., and a summary of the nominee’s specific contribution to the field of building performance simulation
- Letters of support

- 5) Enter the nominee’s last name and first name, and please update the nomination title (by default it gets the name of the nominator, but it should use the nominee’s name). Click on “Proceed”.

**Submission of a Nomination - Step 1**

In order to submit your nomination, please fill in the following form. The next step allows you to upload the required files to the server. You have to fill in all fields marked with an asterisk (\*).

Once completed, you can return to and update this abstract at any time before the abstract submission deadline

**Information on this nomination**

Submitting Author: Jane Nominator (User ID: 1003)  
Nomination Type: Distinguished Achievement Award

**Nomination Details**

\* Submitted by: First & Middle Name/s: Jane, Last Name: Nominator, E-Mail: [empty]  
\* Organization: University of Something, United Kingdom  
\* Title: Distinguished Achievement Award, Mary MacSimulator  
\* Nominee: Macsimulator, Mary  
Enter the nominee’s last name and first name(s), separated by a comma.  
Please also edit the default title above to replace your name with the nominee’s name.

Remarks on This Nomination

Remark / Message to the Chairs of the Selection Board: [empty text area]

**Proceed ==>**

- 6) In the next window, scroll down to see the part where you can upload the nomination form. Click on “Choose a file” to select the PDF nomination form.

**Upload file(s) to server**

Deadline for file uploads: [empty]  
Time left: [empty]

Nomination Type: Distinguished Achievement Award

**Details**

You can submit here a nomination for the IBPSA Distinguished Achievement Award.

Details on the Award and instructions to submit a nomination package can be found on the IBPSA website: <http://www.ibpsa.org/awards/>

**Checklist: nomination package contents**

- Nomination letter on organization letterhead
- Brief CV of nominee which gives the history of involvement with building performance simulation, publications, etc., and a summary of the nominee’s specific contribution to the field of building performance simulation
- Letters of support

The maximum file size allowed is 50 megabytes.

1st file: pdf

Please note: Upload here the nomination package, as one single file

File Types: The following file extensions are allowed: pdf

Select filename: **Choose a file...** No file selected


No upload yet.

**Upload File(s) and Complete Submission**

7) Once the file has been selected, upload it by clicking on “Upload files and complete submission”.

Upload file(s) to server	
Deadline for file uploads	
Time left	
Nomination Type	Distinguished Achievement Award
Details	<p>You can submit here a nomination for the IBPSA Distinguished Achievement Award.</p> <p>Details on the Award and instructions to submit a nomination package can be found on the IBPSA website: <a href="http://www.ibpsa.org/awards/">http://www.ibpsa.org/awards/</a></p> <p><b>Checklist: nomination package contents</b></p> <ul style="list-style-type: none"> <li>• Nomination letter on organization letterhead</li> <li>• Brief CV of nominee which gives the history of involvement with building performance simulation, publications, etc., and a summary of the nominee's specific contribution to the field of building performance simulation</li> <li>• Letters of support</li> </ul> <p>The maximum file size allowed is 50 megabytes.</p>
1st file: pdf	
Please note	Upload here the nomination package, as one single file
File Types	The following file extensions are allowed: pdf
Select filename	Choose a file... Mary Macsimulator nomination package.pdf
	No upload yet.
<input type="button" value="Upload File(s) and Complete Submission"/>	

8) The last window confirms that your submission has been received. You will also receive an email confirmation. You can review your nominations and update any information until the deadline by logging into your Conftool account and selecting “Your nominations”.



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# IBPSA Awards and Fellows

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Overview > Your Nominations ⌵

✔ **Create new nomination**  
You have submitted your nomination. We wish you success for the review process!

**Your Nominations**  
Here you can submit your nomination and access your submitted nominations.

**You have already submitted one or more nominations, which you see listed here**

<b>105</b>	<p>Nomination Type: Distinguished Achievement Award <b>Distinguished Achievement Award, Mary Mac Simulator</b> Nominator, Jane Organization: University of Something, United Kingdom 1st file  <a href="#">Mary Macsimulator nomination package.pdf</a></p>	<p><a href="#">▶ Nomination Details</a> <a href="#">▶ Edit Nomination Details</a> <a href="#">▶ Upload Files</a> <a href="#">▶ Cancel Nomination</a></p>
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