

IBPSA Fellow Nomination Application Instructions

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 Microsoft Word document that should be filled out by the nominator and then saved as a PDF document. **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 nomination letter, two to four additional support letters, and a CV. The support letters should be written by an independent third party; they should be on institutional or corporate letterhead and scanned if necessary.
2. A high-resolution head-and-shoulders digital photo in jpg or tif format. 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 Michaël Kummert (michael.kummert@polymtl.ca). Sections 1 and 2 collect information on the nominator and nominee respectively. Section 3 provides a short summary of the nominee’s qualification. Section 4 collects information on the supporting letter writers. Finally, section 5 collects information on the nominee’s accomplishments. A few notes may be helpful:

1. In section 3, 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.
2. 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.
3. The attached CV should include the nominee’s university education, professional record over the last 10 years, and a full publication list – in particular, if the nominee has published papers at IBPSA conference or in the Journal of Building Performance Simulation, those papers should be listed.

The PDF file should be collated in the following sequence:

1. Nomination Application Form
2. Nominator's letter
3. Supporting letters (2 to 4 letters, in addition to the nominator’s letter)
4. CV of the nominee

New IBPSA Fellows are recognized at the biennial Building Simulation conferences. 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.

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 section for "Registered users" 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”.

The screenshot shows a web browser window with the URL <https://www.conftool.net/ibpsa-awards-and-fellows/register.php>. The page contains a "Data Privacy Agreement" section with a checkbox labeled "I accept the data privacy agreement." which is checked. Below this is a "User Comments" text area. A red bar highlights the "Account Information" section, which includes fields for "User Name" (filled with "janenominator"), "Password", and "Confirm Password". A yellow bar highlights the "Save User Data and Begin Submitting Your Nomination" button. Red arrows point to the checkbox, the password field, and the button.

- 4) After your account has been created successfully, you can start submitting a nomination. Click on “Fellow nomination”.

The screenshot shows a web browser window with the URL <https://www.conftool.net/ibpsa-awards-and-fellows/index.php?page=submissions>. The page header includes the IBPSA logo and the text "IBPSA Awards and Fellows". A navigation bar shows "Jane Nominator" and a "Logout" button. A green box with a checkmark indicates "Registration Information" is complete. The main content area is titled "Your Nominations" and includes a "Submit New Nomination" section with a dropdown menu. The "Fellow nomination" option is selected and highlighted with a red arrow. Below this, there is a checklist of nomination package contents: "Nomination form", "CV of nominee including full publication list", and "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	Fellow nomination		

Nomination Details

* Submitted by	First & Middle Name/s	Last Name	E-Mail
	Jane	Nominator	
* Organization	University of Something, United Kingdom		
* Title	Fellow nomination, Jane Goodfellow		
* Nominee	Goodfellow, Marie		

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

Proceed ==>

- 6) In the next window, scroll down to see the part where you can upload the nomination form and the photo. Click on “Choose a file” to select the PDF nomination form and then once more to select the JPG or TIF photo.

Upload file(s) to server

Deadline for file uploads	
Time left	

Nomination Type Fellow nomination

Details

You can submit here a nomination for an IBPSA Fellow.

Instructions on the nomination package can be found on the IBPSA website: <http://www.ibpsa.org/fellows/>

Checklist: nomination package contents

- Nomination form
- CV of nominee including full publication list
- Letters of support

The maximum file size allowed is 50 megabytes.

This limit refers to the sum of all files uploaded at one time. You may also upload file by file if your single files are big.

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.

2nd file: jpg, png, tif, tiff

Please note Upload here the high-resolution head-and-shoulders photo

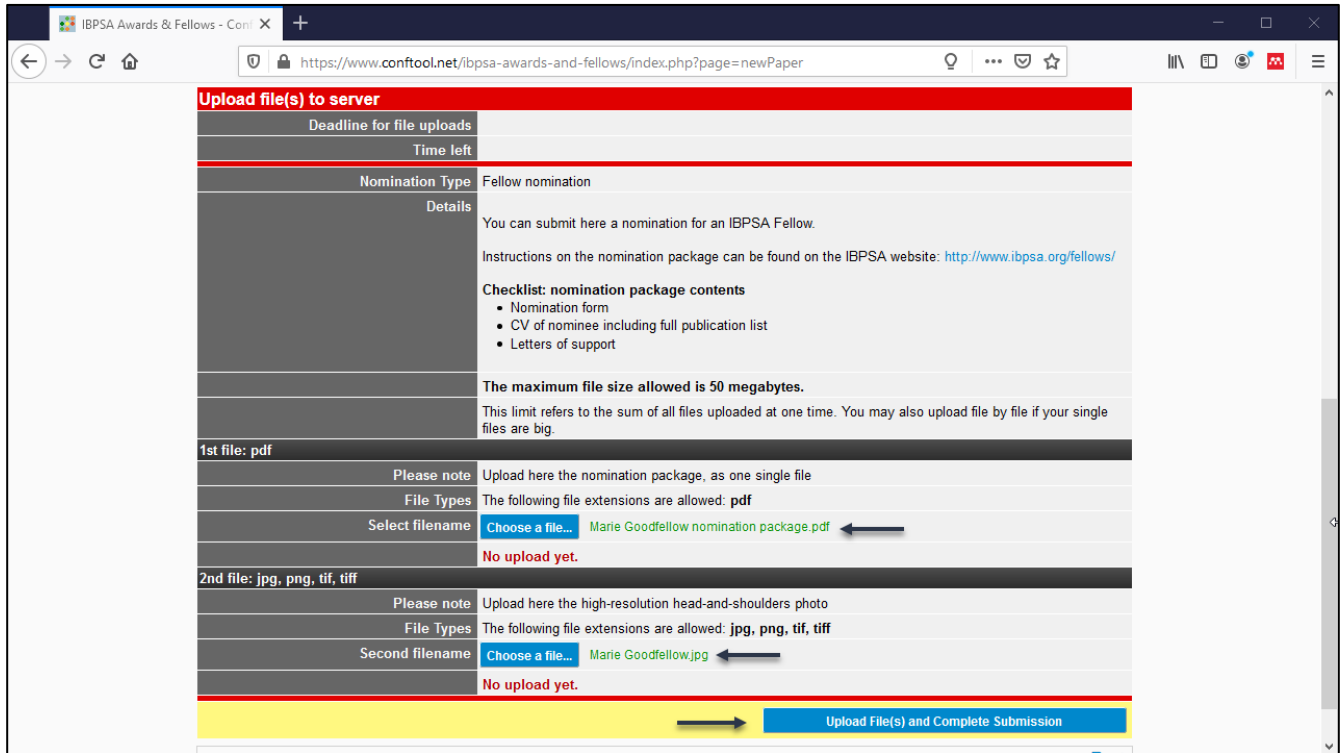
File Types The following file extensions are allowed: jpg, png, tif, tiff

Second filename **Choose a file...** No file selected.

No upload yet.

Upload File(s) and Complete Submission

7) Once the files have been selected, upload them by clicking on “Upload files 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”.

