#### Ventus Awards Submission Directions Delete this page before submitting your nomination

Application materials must be submitted as a single PDF file via the online portal -- not including any photos/graphics.

Each page must include at the top 1) the entry category 2) nominated individual/company name 3) project title (if applicable) 4) and page number. Use 12-point Times New Roman font, single space. The Award Application submission should include:

<u>Title page:</u> Include the Nominated Name (individual/company/organization); Nominated Project Name; and Project Location (as applicable).

<u>Nomination Overview</u>: Include the Nominated Name (individual/company/organization); Nominating Name (if different entity); Submitting Individual/s name, email; Nominated Point of Contact/s name, email; Short Description (75 words or less). *NOTE*: This description will provide the basis for all publicity for the nomination.

**Executive Summary** (max 500 words): A brief overview of the project. Address the criteria for the category you are entering. Describe why this project is worthy of special recognition. Explain factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced, and overall social impact.

**Project Overview (do not exceed 2,000 words):** Showcase organizational information, project description/approach (including problem solved, if applicable), implementation strategy, results and outcomes, as well as outlines key participants/team members, owner/client (if applicable), and images. Entrants may use text, photos, graphics, organizational charts as needed.

**Images:** Please upload images, including a headshot/s, a group photo, and company logo, in addition to any image assets to support your submission, <u>as separate PNG or JPG files with</u> <u>descriptive file names through the submission portal. Please submit high-resolution image assets (300 dpi).</u>

**<u>Reference Letter:</u>** (max 500 words). Applicable only for Advancement in Project Siting & Development, HSE Program of the Year, Innovation of the Year, Next Wave Leadership, Offshore Wind Trailblazer, and Viterna Award for Engineering Excellence. A letter from the Client/Owner addressed to Ventus Awards Committee describing the relationship of the client/owner and entrant in the development of the project (note: can be the same entity), the project in use, and how the entrant's contribution solves the client/owner's needs.

All applicants will be judged solely on their submitted materials.

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# VENTUS AWARDS SUBMISSION

Nominated Name **Nominated Project Name** Project Location

### NOMINATION OVERVIEW

Include the Nominated Name (individual/company/organization); Nominating Name (if different entity); Submitting Individual/s name, email; Nominated Point of Contact/s name, email; Nominated Description (75 words or less describing the individual/company/organization being nominated). *NOTE*: This description will provide the basis for all publicity for the nomination.

## **EXECUTIVE SUMMARY**

Max 500 words. A brief overview of the project. Explain factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced, and overall social impact.

#### **PROJECT OVERVIEW**

Do not exceed 2,000 words. Showcase organizational information, project description/approach (including problem solved, if applicable), implementation strategy, results and outcomes, as well as outlines key participants/team members, owner/client (if applicable), and images. Upload relevant image assets through the submissions portal as separate JPG or PNG file with descriptive file names.

### **REFERENCE LETTER**

Max 500 words. Applicable only for Advancement in Project Siting & Development, HSE Program of the Year, Innovation of the Year, Next Wave Leadership, Offshore Wind Trailblazer, and Viterna Award for Engineering Excellence.

Provide a letter from the Client/Owner addressed to Ventus Awards Committee describing the relationship of the client/owner and entrant in the development of the project (note: can be the same entity), the project in use, and how the entrant's contribution solves the client/owner's needs.