Online Awards Nomination – Region 9

1. Region	9
2. Project Contact	

Name	Matt Kennedy, P.E., T.E., ENV SP
Phone Number	707-523-1010
Email	matt.kennedy@ghd.com
3. Project Category	Region Operations
4. Project Description	Establishing a coordinated online awards nomination and review system.
5. The Process (What you did, When and How)	Region 9 implemented an awards program about 10 years ago to recognize the outstanding individuals and projects in the Region. The program currently comprises 15 individual award categories and 21 project award categories. Each of the four Sections in Region 9 (Sacramento, San Francisco, Los Angeles and San Diego) also hold separate annual awards programs. The Region 9 awards program is organized such that the award winners from each of the Sections are the official nominees for both individual and project awards.

The development of an online awards nomination portal began with the Los Angeles Section, particularly the Orange County Branch. The primary goal of the online system is to facilitate the nomination process and improve the flow of nominees from the branches, to the Section, and up to Region 9. The secondary goal is to standardize the nomination information received in each award category in order to simplify the judging process and provide a fair practice for all nominees.

Through 2016, each of the Sections organized and maintained their own award nomination forms and process. Not all Sections used an online nomination portal and the information requested for each nominee varied between the Sections. These inconsistencies resulted in differing formats and content within and between the Sections, creating challenges for the judges when evaluating nominees for Region 9 awards.

Region 9 followed the example of the Los Angeles Section, and in 2014 implemented an online web portal to receive nominations. The Region 9 Awards Committee hired a web developer (JubJub Interactive, www.jubjub.com) to obtain a web domain (http://www.asceregion9awards.org) and develop the web portal, forms, and fields. A key feature of the web portal that facilitates the upward nomination

of Section award recipients to Region 9, is that it has all of the award programs on the same or compatible online system architecture. This feature aligns the various information fields included in the nomination portal, such as criteria for each category, nominee information, and nominator (sponsor) information.

Region 9 and each of its Sections maintains their own respective online awards nomination portal. Administrative credentials are provided to each awards committee allowing annual updates to their program, including key dates, photos from previous awards ceremonies, and contact information. This feature allows each Section to customize the online nomination portal to their program. Each committee is allowed to internally designate their section's award winners and nominate them for consideration of Region 9 awards. Judges are also provided a set of credentials, which allows them to log in to the portal and review the nominees online. This avoids the need for the Awards Committees to email or otherwise transmit numerous nomination files to each judge.

6. Those in Charge (Committee, Task Committee, Etc.)	Region 9 and Section Awards Committees and administrators.
7. Time Frame (When Started, When Completed)	The online nomination portals were first developed in the 2012 – 2014 timeframe and are continuously evolving. 2017 is anticipated to be the first year where all of the Sections and Region 9 are on the same awards portal web platform.
8. Success Factors (The Parts that Worked Really Well)	The online nomination process and review of nominees by the judges for each of the Sections has worked very well. It has simplified the nomination process and helped reduce the amount of time judges need to spend evaluating each nominee.
9. Setback Factors (The Parts that did Not Work Well)	Having all of the Sections on the same online platform has taken some time, effort and cost. Each year there are some nominations that are emailed in various formats, which often necessitates additional efforts by the Awards Committees to enter the information into the portal.
10. Creativity (This is something off the wall that we did)	Sponsors for the Region 9 Awards Ceremony are sought each year from the pool of award winners. Obtaining the contact information of the nominees and award winners, particularly the project award winners, has proven to be very valuable in helping to secure sponsorships for the occasion. The sponsors, who are typically the engineering firms that designed the award-winning projects, help to maintain the financial solvency and continuation of the awards programs. It is also an excellent way for companies to improve their visibility and highlight their services to the attendees of the event.
11. Administration (What was most Important)	Implementing an annual awards program, and then setting-up and maintaining the online nomination portal takes effort. It is really important to have, at a minimum, a Chair and Co-Chair for the awards committee. Maintaining close relations with each of the Section Awards Committees helps to ensure a smooth process each year.

12. Follow-Up (What was most important?)	Regular communication between the Region Awards Committee and Sections' Awards Committee is important to the success of the online nomination process. The timely receipt of nominations assure judges have sufficient time to review them.
13. Recommendations (What you should ALWAYS do with this project?)	Identify a competent, qualified, and responsive web developer who can assist in establishing the online portal. Their assistance in setting-up the website, portal, forms, and fields the way you want them is critical to the successful implementation and maintenance of an online nomination system.
14. Cautions (What you should NEVER do with this project?)	Never move ahead without first obtaining the buy-in of those who need to be involved- coordinate closely and correspond often. Obtain the buy-in from those involved (Section Awards Committees, administrators, etc.) before implementing the system or making changes. Stakeholder buy-in helps assure the success of the program.
15. The Outcome	The outcome of the online awards nomination system and the overall Region 9 Awards Program is multi-faceted. These benefits include the organization of the Sections' and Region Awards Programs and the civil engineering community's recognition of the prestigious Region 9 Awards Program. The program plays an important role in recognizing the achievements of civil engineers and benefits civil engineers make to society through the projects they design.
16. Ongoing Activity (Would you do it again?)	Absolutely!
17. Speaker Contact information (person from your Region who would be willing to speak about the Best Practice)	
Name	Matt Kennedy, P.E., T.E., ENV SP
Address	GHD Inc., 2235 Mercury Way, Suite 150, Santa Rosa, CA 95407
Phone Number	707-523-1010
Email	matt.kennedy@ghd.com
18. Additional Comments	This Best Practice includes the following attachments: • ASCE Region 9 Awards Committee Operations Manual

ASCE Region 9
Awards Committee Operations

Definitions

- **Individual awards** – awards given to a person. For example "Outstanding Civil Engineer in the Private Sector" or "Excellence in Journalism". Currently all ASCE members in Region 9 are eligible for these awards. If, at some point in the future, all Sections in Region 9 give the same individual awards, Region 9 can select its recipients from the pool of individuals that were selected by their Section. However, since currently not all Sections in Region 9 give awards to individuals, it's not fair to only select from members that have been selected by their Section for an award. However, as of August 2014, all Sections have committed to have at least the Region 9 award categories offered at the Section level.
- **Project awards** – awards are given to an outstanding Civil Engineering Project. Both the project owner and Civil Engineer of Record (entity and engineer) should be recognized. Eligible projects are projects that received a project award from one of the 4 ASCE Sections in Region 9 during the award year.

Award committee membership

Two members from each Section – one member from each Section shall judge the individual award applications and the other member from the Section shall judge project award applications. All members can assist with logistics including ceremony planning.

The Section Board or President can nominate members to serve on the Committee.

Committee Tasks

Schedule

- Typically the constraints on schedule include beginning the judging after the San Francisco and Los Angeles Sections have made their project award selections. Typically this is in late September.
- Have selection complete such that the Board of Governors can approve the committee recommendations 1-2 months prior to the awards ceremony. Typically the ceremony is held in the first or second week of March.
- Letters to selected candidates to go out 2 months (minimum – the earlier the better) prior to the awards ceremony.

- Example schedule:

  - May of previous year: Send a note to Patty Jones at ASCE – Save the Date for President-Elect or President to attend Awards, Symposium, and Leg Day. There is currently a coordination effort between Section presidents to decide which Section receives the attendance of the national officers.

  - May of previous year: identify a date and book the hotel banquet room. Since the symposium now rotates among the Sections, each hosting Section will make the hotel booking arrangements.

  - August 1 – Updated nomination forms posted on website and sent to Sections to include in September Section newsletters. In 2014, a new web-based awards submittal tool is being

developed for the September 8 to October 31 submittal period. A flyer will be developed for each Section newsletter with this information.

- Section Awards: As early as available: Obtain a list from each Section of all the awards given by the Section. This list can be used to track which applications have come in and to identify which individual award categories a Section didn't give (so you can request a nomination from the Section). Make sure the Region Awards are consistent with the Section awards.

    o Los Angeles (www.ascelasection.org)
      Due: June 30, Reviewed in August, Awards Ceremony: early October

    o Sacramento (www.asce-sacto.org)
      Awards Ceremonies: Projects (February); Individuals (late September)

    o San Diego (http://www.asce-sd.org/)
      Awards Ceremony: Mid-May

    o San Francisco (http://www.asce-sf.org/
      Due: Mid-August, Awards Ceremony: Late September.

- As early as available: Notify all Section award recipients of Region 9 Awards; send them the application directly

- August/September: Determine members of the committee.

- August: identify a way for people to register for the event. In 2014, we used the San Francisco Section's online registration site. In 2015, the San Diego Section will create the registration web site. Determine the price per guest. Discounts to consider and work out: discount for combined registration for symposium and awards; reduced fee for booking an entire table, discount for students, half price for YMF.

- August/September: Work out contract with the hotel for banquet room, food, service, cash bar, audio-visuals. In 2015, this will be coordinated by the San Diego Section.

- September: identify a way to receive, organize, and transmit applications to Awards Committee members. The web-based system will handle this.

- September 1: Website for awards applications, signups and sponsorship should be up and ready to use.

- End of October - Applications Due, distribute to committee for review.

- Nov 15 – scoring due to committee Chair

- Thanksgiving week: Committee conference calls: one for individual awards, one for project awards. Allow 2 hours for the calls (esp. project awards)

- December BOG meeting: BOG votes on awards

- December: notify all of the outcomes, invite winners to awards event. Post on website. Ask for contact information of all team members if not provided with nomination (engineer, contractors, CM) to invite to the Awards Banquet.

- December to mid-January: make program and PowerPoint presentation. Get information from award recipients if needed. Prepare Script for ceremony; identify 2 Governors to alternate on reading script. Ask one Governor to help with distributing plaques at the ceremony.

- December to mid-January: Work with Infrastructure Symposium planning committee to get event and awards dinner sponsors.

- Mid-January – create Word template for each plaque, send to recipient to check spellings, names, etc.

- Late January – should have all plaque information finalized, sent to engraving company. Additional plaques – allow 3 weeks for delivery.

- Late January: Program contents should be ready to send to graphic designer. In 2011 and 2012, Patrick Ramos at Kimley–Horn prepared the programs, In 2014, Renee Remillard of GHD, Inc in Santa Rosa prepared them.

- Mid-February – print certificates of appreciation for the judges

- Mid-February – Get raffle tickets and prizes (gift cards). No raffles have been offered since 2014.

Nomination form

Includes standard information to be obtained from all nominations including:
- For project awards
  - name of person/organization making the nomination (nominator) including ASCE member number
  - have a listing of typical award categories on the form for the nominator to circle potential applicable categories they think the project may be selected for
  - name of entity and contact (phone and email) for project "owner"
  - name and contact (phone and e-mail) of Civil Engineer of Record (Company and Engineer)
  - contact information (phone and e-mail) for nominator if different than above
  - ASCE Section and Branch project is located in
  - 3 electronic project photos (minimum)
  - short paragraph with information that would be put into the awards program booklet (include an example template and limit of 150 words)
  - a copy of the same application and documentation submitted to their Section for the Section's awards selection process

- For individual awards,
  - name of person/organization making the nomination (nominator) including ASCE member number
  - nominee contact name, phone number, employer and e-mail address and ASCE member number if required for the category
  - have a listing of award categories on the form for the nominator to circle which category the nomination is for.
  - ASCE Section and Branch nominee is located in
  - electronic photo of nominee (good resolution)
  - short paragraph with information that would be put into the awards program booklet (include an example template and limit of 150 words)

Marketing and Advertising

- Post forms and information on Region 9 website [Aug 1].
- Distribute to Sections to be included in Sept and October newsletters.
- Work with Section Presidents, Branch Presidents, Section Awards Committee Chairs and Region 9 Governors to encourage nominations for the individual awards. Try to work with Sections to get one individual for each category from each Section [as soon as Section Awards are given]
- Obtain the list of award selections from each of the 4 Sections. Contact (or have the Section's contact) award winners to obtain a copy of their application and have them complete the Region 9 Nomination Form described in the "Nomination Form" section of this document. Applications should come directly from applicant and not be forwarded by Section otherwise people don't know they applied and will be confused when they win. [as soon as Section Awards are given; mid-October at the latest]

- Send reminder notes to applicants and nominators a week ahead of the deadline.

Awards Email address

- All correspondence should be sent to asce.r9.awards@gmail.com
- Password: Region9ASCE

Nomination Processing

- Track applications received on a spreadsheet or using the online nomination portal. Check each application for completeness. Contact applicants regarding incomplete applications.

- Compile applications into packets and send to each judge (can post to FTP site or send "thumb" drive to most judges). In 2012: we created an Awards folder on DropBox.

- Keep all submittals in the gmail account so you can check and re-check that all have been downloaded and entered into the spreadsheet.

- See 'Tracking summary' spreadsheet – one worksheet is sorted by section, and the other sheet is sorted by award type to ensure that all categories have at least one nominee.

- If there are only a few nominees from a Section, follow up with the Section Presidents. If no nominations for Legislator of the Year: ask Richard Markuson for recommendations.

Awards Selection

- If several nominations are received that may be deserving of awards:

  o We gave 'honorable mention' awards several years ago but more recent committees preferred not to give them and thought it was better not to.

  o Create new categories, e.g., small water, small transportation, etc. to recognize all the deserving projects.

  o Identify projects that are the cream of the crop and deserve awards. Then create categories match those deserving projects so we don't give awards in all categories all years, but tailor the categories to match the exceptional projects. For example, if there are two great water projects, instead of giving one an honorable mention, you give two categories of water projects, whatever

is appropriate for the specific project. It's also good to recognize smaller great projects that can't compete with the mega-projects. Give approximately (give or take some) the same number of awards we have given in the past.

Scoring and choosing the award winners

- Develop and update the score sheet for judges
- Send the committee members copies of the applications and a score sheet
- Have the committee members (judges) fill out the score sheet and send to the committee chair or administrator
- Compile the results from all the judges into one spreadsheet and send results to the judges
- Hold a conference call with the award committee judges to discuss the judges scores, the nominations and formulate recommendations for award recipients
- Ask the Government Relations committee and Region 9 lobbyist to provide input on the Legislator of the Year award.

Region 9 Board of Governors' approval

- Present Board of Governors the list of proposed award recipients at a regularly schedule conference call for their approval

Letters

- Send award letter to recipients
  - o CC the Section Presidents where the person or project is located
  - o CC the nominator
- For the project awards, if the owner is not the submitter, cc the owner as well.
- Send regrets to project and individual award candidates that were not selected.
- Include with the letters: additional plaque order form, registration form, symposium advertisement, sponsorship form, request for program write up and photo (if not included as part of the application), example program page from previous year (or post last year's program on the web and provide them with a link). Explain that one complimentary plaque will be given to the project owner (or individual for individual awards) at the banquet, but that additional plaques can be purchased.
- Project owners are encouraged to invite guests, project team members, etc. (but must pay for the meal). Include an option to buy a table at a slightly reduced rate. Determine the fee schedule ahead of time as part of the registration process.
- For project awards: invite owner and civil engineer of record to accept award jointly, if possible.
- Once letters go out, post the winners on the webpage (along with the sponsor form, plaque order form, registration form).
- Invite the legislators personally.

Slideshow/Presentation for the awards ceremony

- Develop a PowerPoint presentation or video that contains photos and information about each recipient. Check for consistency with plaque information sent to recipients.
- Invite the Project of the Year recipient to make a short (5 minute) presentation. Get ppt file for Project of the Year presentation ahead of time; incorporate into ceremony PowerPoint.

- Invite 'Lifetime Achievement' Award recipient to make a short presentation.
- Develop script for all presenters and MC (include company names and bullet points about the project). Include introductions of BOG, legislators, awards committee members, all special guests, ASCE Pres-Elect (or other representative).
  - Script for projects: Include a 1 sentence description of the project, 2-3 highlights, then 2-3 particular challenges
  - Script for individuals: Include 3-4 bullet description of the person's contributions. Include 1-2 statements from the nomination letters.
- At banquet: 2 governors alternate on reading the script.
- In the banquet room: Put all plaques in order consistent with the program
- Invite Pres-elect to make a short (2-min) Ask the President-Elect to make a short speech: welcome, congratulate the award recipients, and briefly whatever else they feel like saying (5 mins).
  - Put that segment right before the first award so the Pres-elect can remain up front to hand out plaques and take photos.

Program book for awards ceremony

Need to identify a graphics person early on!!
Create a program book to include
- Agenda
- List of Governors, Section Presidents and Awards Committee Members. Include photos of each, if space allows.
- Picture: Project photo or photo of individual recipient
- Write-up on each award winner. Project awards to list both owner and Civil Engineer of record. Write ups to be 150 words or less, 200 words or less for the project of the year.
- Include all awards dinner sponsors.
- In the banquet room: Put program at each place setting (e.g., on chair)

Hotel Logistics

- Arrange for the pricing, food, schedule, room size, layout, screen, ,cash bar, audio visual, etc. with the hotel.
- Coordinate with the Infrastructure Symposium planning committee on room/venue, timing of use between Symposium and Awards.

Registration

- Track RSVP's and payments
- Complimentary tickets:
  - Governors, ASCE Pres-elect, Region 9 lobbyist, Region 9 Admin, members of the Awards Committee
  - Student tickets, but ask Sections/Branches to help fund Student's travel costs
  - Carefully review Individual requests that demonstrate hardship (e.g., retired, students, unemployed, gov't employee who is not reimbursed by organization)
  - Consider complimentary tickets for ASCE Gov't relations staff.

- Legislators: Typically they want to pay the cost of the meal so they don't have to report it. Have them pay just the food cost from the hotel, not the full fee, that way neither we nor they have to report as a contribution.

Check-in

- Have nametags and table signs for table purchases made up ahead of time. Put meal choice ticket inside name tag and put name tags in alphabetical order.
- Have at least 3 volunteers staffing the table for check in.
- Provide a raffle ticket to each guest when they check in and put the 2nd half of the raffle ticket in a bowl. That way any no-shows will not be drawn from the bowl during the ceremony. Buy raffle ticket roll if not left over from last year.

Sponsors

- Recruit sponsors for raffle tickets and/or the ceremony. Add raffle ticket sponsorship to registration/donation form. This was discontinued since 2014.

Plaque Order (one copy for each award order a month before the ceremony)

- Send the plaque text to each recipient to check the content and spelling (mid-January). This would also be a good time for them to order extra plaques, if desired.
- Project award plaques to be given to project owner paid out of the Region 9 Awards Committee budget. Plaques are large and in the shape of California. Honorable mentions get smaller plaques shaped as California.
- Current company being used is "Stenson's Engraving" at approximately $100 apiece including shipping.
    Order from Celeste or Ward (stensonengraving@comcast.net)
    Stenson's Engraving, 6231 Pacific Ave, Ste-7, Stockton, CA 95207
    (tel) 209-476-9991
    (fax) 209-476-9992
- Cost of plaques in 2014:
    o Large plaques: Cost to Region 9: $90 before tax
                                    Charged for additional plaque: $150
    o Small plaques: Cost to Region 9: $60 before tax
                                    Charged for additional plaque: $110

- Order plaques so they arrive at least two weeks ahead of time. Check for accuracy.
- Have plaques delivered enough ahead of the ceremony to correct any mistakes.
- Double check all the plaques upon receipt. Order the plaques enough ahead of time that any plaques with mistakes can be shipped back for the company to fix.

Additional plaque order

- SUGGESTED CHANGE FOR 2015: Have all plaque orders be made online through the Infrastructure Symposium registration website. Place a line to the plaque order form on the Region 9 Awards web portal.
- Include a copy of the form for additional plaque orders with the selection letters.
- Have them shipped directly to person ordering.

- For project awards, the additional plaques will usually include the name of the entity ordering the additional plaque and the owner entities name.
- All project plaques must include the project owner's name. Any requests for not including the project owner's name on the plaque shall be denied, regardless of the employment status or affiliation of the person/entity ordering the plaque. This policy has been reviewed by the Board of Governors and been upheld.
- Project plaques must include the company or agency name, never individual people names.
- For some projects, many of the participants will want plaques, so you may end up ordering several that say "owner name + designer firm's name", "owner name + geotech firm's name", etc.
- Charge more for the additional plaques than the plaques cost. Typically, the awards committee has profited $50 each on the additional plaques. This helps offset the cost of the awards program and the scholarships for the students.

Awards Ceremony Logistics:

- Follow up with all recipients to confirm attendance at the ceremony (if someone hasn't responded, they may not have gotten the letter).
- Preparation for Awards ceremony:
  o Bring cloth to wipe the plaques.
  o Make a poster (on poster board) of all sponsors to place near the check-in desk. Bring stand or check that the hotel can provide one.
  o LCD projector and computer. Bring back up computer.
  o Scholarship check for ASCE Outstanding Civil Engineering Student award – Get Check from Region 9 Treasurer before the ceremony.
  o Bring copies of plaque order form to ceremony, and incorporate into program.
  o In the banquet room: Put all plaques in order consistent with the program

- ASCE President-elect (or if unavailable, Region 9 Director) should hand plaque to recipient. Ask one governor or committee member to assist with handing plaques to President-Elect
- People to contact:
  o Invite the ASCE President-Elect to the Awards. (contact Patty Jones at ASCE) This should happen in September as their schedule fills up fast. Ask the President-Elect to make a short speech: welcome, congratulate the award recipients, and briefly whatever else they feel like saying (5 mins).
  o Invite Region 9 Governors and Committee members to dinner (complimentary)
  o Arrange for a photographer – preferably a volunteer that has a camera that can take rapid-succession flash photos.
  o Three volunteers to help with the registration—two for the pre-registered guests and one for the on-site registration.
  o 2 Governors to alternate on reading script for awards.
  o 1 Governor to hand correct awards to President Elect
- Things to order through the facility:
  o Projection screen through the hotel. Before the banquet, make sure the projector works, the screen is visible from all sections of the room, and not shining in the eyes of the speaker.
  o Podium with microphone. Check that it works before the banquet.
  o 4 side tables to lay out plaques before the ceremony.
- Ceremony program:

- o 6 p.m. – seating
- o 6:15 p.m. – start serving dinner, make 'Welcome' remarks, recognize BOG, Awards committee. President –Elect gives 5 mins of remarks, then everyone can eat.
- o 6:40 p.m. – start Awards Ceremony. Plan to end by 8 p.m.

After Awards Ceremony:

- Post photos to Region 9 website. Easiest to post to Photobucket or Picasa web-album with a link on the Region 9 sites.
- Update operations manual.
- Thank you notes – ASCE Pre-elect, anyone else who helped with the event.

Run-of-Show – General Region 9 Awards Banquet

Before ceremony: If at all possible, podium / lectern should be set to one side so the award winners can take center stage to receive their award. Three 8' tables should be set up on the floor off the stage on the side next to the podium for plaques. Plaques will be laid out in order right after lunch if the room is available.

- – Committee Chair and Co-Chair will place programs at each setting.
- – Committee Chair and Co-Chair to place table signs in sign holders for reserved tables.
- – Committee Chair and Co-Chair to place "thank you" table sign with Awards Sponsor logos.

5 – 6 p.m. *A/V: Powerpoint presentation should be on the looped project award slideshow as people enter.*

- Check-in by Committee Chair and Co-Chair, reception.
- Have at least 3 people staffing the table for check in.
- Provide a raffle ticket (if having a raffle) to each guest when they check in and put the 2nd half of the raffle ticket in a bowl. That way any no-shows will not be drawn from the bowl during the ceremony.
- Pre-set salad, rolls.

6 p.m. Welcome and introductions (Committee Chair MC Event)

A/V: Queue up the introduction and awards Powerpoint presentation slideshow.

- Committee Chair – Welcomes guests, brief background on the awards selection. Introduces Awards Committee. Introduce Region 9 Director.
- Region 9 Director – Introduce Region 9 BOG. Thank the Symposium Committee, Awards Committee, Symposium Committee. Introduce the ASCE Section President or President-Elect.
- Section President or President-Elect – Brief remarks on importance of infrastructure, importance of recognizing CE excellence
- Committee Chair thanks Section President or President-Elect, Introduce Symposium Chair
- Symposium Chair – Brief remarks on Symposium.

6:15-6:20 p.m.   Start serving dinner as soon as video starts.

A/V: As soon as video is done, go back to the powerpoint presentation.

Tables to serve first: Board of Governors with Agyare and President or President-Elect. Please let

Committee Chair know as soon as all tables are served. 10 mins after all tables
are served, Committee Chair, 2 Governors, and President or President-Elect (and maybe
Region 9 Director), will get up to present the awards.

6:45 p.m.   Awards presentation starts, starting with Projects.
- Individual Awards Presentation
- Project of the Year Presentation
- Project Awards Presentation
- Committee Chair and 1 Governor will read info about each.
- 1 Governor or Administrator will give plaques to President or President-Elect to present in the order that the awards are listed in the program.
- Awardees come up to stage to receive award. President or President-Elect to hand each recipient their award, take photo.
- Raffle drawings will be held after every 10 awards. One of the Governors will help give out the prizes.
- 10 minute break after Individual Awards. The break can be used for photo opportunities against the backdrop of the Awards Dinner banners. Then Project of the Year presentation. Then immediately begin the Project Awards.

8:45 p.m.   Program ends

--