

## Interactive Awards E-Book Program

<b>1. Section/Branch</b>	Illinois Section
<b>2. Section/Branch Size</b>	
<b>3. Project Contact</b>	
Name	Kris Salvatera
Phone Number	312-242-6362
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<b>4. Project Category</b>	Communication
<b>5. Project Description</b>	<p>Every year, the Illinois Section draws more than 400 members at our Annual Awards Dinner. This is the biggest event of the year within our Section which highlights membership achievements and Illinois Section's initiatives for the upcoming year.</p> <p>Due to the Covid-19 pandemic, the Illinois Section was unable to host their in-person Annual Awards Dinner the past year. However, it was the Section's desire to capture the spirit of Annual Awards Dinner through a virtual program and still recognize the achievements of our members throughout the year.</p> <p>The solution the Section decided was an interactive E-Book Awards Program that would be easy to follow through a web browser or mobile device. The E-Book would include Section initiatives, embedded pre-recorded videos, and individual membership highlights. The Section used <a href="https://bookcreator.com/">https://bookcreator.com/</a> For the E-book creation.</p>
<b>6. The Process</b> (What you did, When and How)	<p>The Illinois Section plans the Annual Awards Dinner 12-months in advance and has a specific project timeline such as securing a venue, an awards selection process, and sponsorships. Once it was clear the Annual Award Dinner would be restricted from being an in-person event due to the Covid-19 pandemic, the program shifted to a virtual setting.</p> <p>The Section wanted to keep the essence of the Awards Virtual Program as we do for the in-person Annual Dinner. This included but not limited to: the swearing in of new board members, informing members of the President initiatives, and highlighting our project and individual award members.</p> <p>Some options that were considered was a smaller recorded or livestream dinner even, a live-stream of just the Board Members speeches, and the standard publication of the Awards Program Booklet in pdf form.</p>
<b>7. Those in Charge</b> (Committee, Task Committee, Etc.)	Two (2) committees plan the Annual Dinner Committee and the Awards Committee. Both committees worked together to create the E-Book.

<b>8. Time Frame</b> (When Started, When Completed)	See attached "Task Tracker" for a sample of the project timeline that was used for this project. Lessons learned with scheduling is to allow enough time to retrieve any information needed as well as time for reviews.
<b>9. Success Factors</b> (The Parts that Worked Really Well)	<p>The final product is a virtual e-book that you can view from a computer or a mobile device. Viewers can easily change pages, click links, and play videos from the e-book.</p> <p>Overall, the Awards E-Book Program provided a fun, interactive, and personal creative touch for our event that could no longer be hosted in</p>
<b>10. Setback Factors</b> (The Parts that did Not Work Well)	<a href="https://bookcreator.com/">https://bookcreator.com/</a> can have limited functions and design creativity, so it can be a challenge to make specific designs/layouts. No major setbacks except planning to follow a timeline if multiple people are working on the project.
<b>11. Creativity</b> (This is something off the wall that we did)	<p><a href="https://bookcreator.com/">https://bookcreator.com/</a> is free and has a variety of features to organize, create, and design your virtual book. In addition, you can embed links, pictures and videos into the book that gives it a creative touch.</p> <p>We also hired a professional videographer to capture member speeches from our Board Members and Award winners' acceptance speeches. The Videographers produced high quality, story-telling videos to be embedded within the E-book. Including videos presented a more intimate atmosphere in a virtual setting.</p>
<b>12. Administration</b> (What was most Important?)	Creating a project timeline and hitting submittal dates were important as we had a final target date of publishing the Awards E-Book which coincided with the same time our in-person annual dinner would have been hosted.
<b>13. Follow-Up</b> (What was most important?)	<p><a href="https://bookcreator.com/">https://bookcreator.com/</a> has an analytical feature that shows how many and where people are viewing the E-Book. This provides data to see if people are opening and viewing the program.</p> <p>Verbal feedback from members was also important to see if the E-book needed improvements or worth the effort for future events/programs.</p>
<b>14. Recommendations</b> (What you should ALWAYS do with this project?)	We recommend creating a project timeline and storyboard for your e-book project. This helps to plan and organize all the information needed to be included in the e-book. We also recommend trying to keep text simple and pages minimum to make it easy for the viewers to read.
<b>15. Cautions</b> (What you should NEVER do with this project?)	It is important to note that <a href="https://bookcreator.com/">https://bookcreator.com/</a> is a free website and is intended for teachers and students. While the Section had no issues for using it for our organization, there is a possibility the website host may notice we did not use it specifically for students.
<b>16. The Outcome</b>	Overall, the Awards E-Book Program provided a fun, interactive, and personal creative touch that made it easy and fun for viewers to read.
<b>17. Ongoing Activity</b> (Would you do it again?)	Yes, in the scenario an in-person awards event would be restricted. The Section has also used the E-book for smaller events such as our President Elect/Scholarship Dinner Program
<b>18. Speaker Contact Information</b> (person from your Region who would be willing to	<p>Kris Salvatera (IL Section Awards Committee)</p> <p>Andrew Walton (2021-2022 IL Section President)</p>

Speak about the Best Practice)	
Name	Kris Salvatera
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19. Additional Comments (We strongly recommend attaching relevant photos and graphics)	<p>The 2021 ASCE Illinois Section Annual Awards Program E-Book can be viewed online at the link below.</p> <p><a href="https://read.bookcreator.com/nyM9ISoMWYg77bs9gMuTHDDudAo2/mveuDkcuRbKBXDaMaiEs7g">2021 ASCE Illinois Section Annual Awards Program E-Book</a></p> <p><a href="https://read.bookcreator.com/nyM9ISoMWYg77bs9gMuTHDDudAo2/mveuDkcuRbKBXDaMaiEs7g">https://read.bookcreator.com/nyM9ISoMWYg77bs9gMuTHDDudAo2/mveuDkcuRbKBXDaMaiEs7g</a></p> <p>Please see below for the attached “Task Tracker” and select screenshots of the 2021 E-Book.</p>

## TASK TRACKER

## ASCE 2021 Awards Program

TASK TITLE	STATUS	PRIORITY	DUE DATE	RESPONSIBILITY	COMMENTS
Notify Award Winners	<input checked="" type="checkbox"/>		8/17/2021	SH	
Award Winner Information Due	<input checked="" type="checkbox"/>		9/3/2021	SH	
Press Release	<input checked="" type="checkbox"/>		9/22/2021	SH	
Videographer Contract	<input checked="" type="checkbox"/>		10/7/2021	KS	
Order Plaques	<input checked="" type="checkbox"/>		10/8/2021	SH	
Notify winners and send Videographer Covid Forms	<input checked="" type="checkbox"/>		10/13/2021	SH	
Request Award Winner Video Testimonials (Individual)	<input checked="" type="checkbox"/>		10/29/2021	All	
Provide Forms to Video One	<input checked="" type="checkbox"/>		ongoing	ZP or AMJ	
Verify and provide ASCE plaques to Video One	<input checked="" type="checkbox"/>		10/18/2021	AMJ	
Provide Andy Script of Awards Criteria and Winners	<input checked="" type="checkbox"/>		10/16/2021		
Provide Program Slides to Winners for Review	<input checked="" type="checkbox"/>		11/1/2021	ZP	
Social media post - include pics from filming and build anticipation (Sarah D)	<input checked="" type="checkbox"/>		ongoing	AMJ / SD	
Review Incoming ASCE National President's video to determine if edits are needed	<input checked="" type="checkbox"/>		11/5/2021	KS / AMJ	
Prepare Outgoing President Speech Slides to include incoming board members (need new directors headshots, verify Brian's speech for order) and pictures from 2020 ASCE events	<input checked="" type="checkbox"/>		11/8/2021	SH / AMJ	
Provide Program Slides (winners and outgoing president), and Project Pics and Videos to Video One	<input checked="" type="checkbox"/>		11/8/2021	ZP	
Award Winner Video Testimonials Due - KS	<input checked="" type="checkbox"/>		11/9/2021	ZP / AMJ	
Video Filming Complete	<input checked="" type="checkbox"/>		11/12/2021	NA	
Review Draft Videos	<input checked="" type="checkbox"/>		11/12/2021-11/16/2021	All	
Finalize program (pdf) to recognize winners, life members, national and other ASCE Awards and send to Kris	<input checked="" type="checkbox"/>		11/17/2021	SH	
Review Final Videos	<input checked="" type="checkbox"/>		11/17/2021-11/19/2021	All	
Finalize e-book to recognize winners w/ video link, life members, national and other ASCE Awards	<input checked="" type="checkbox"/>		11/22/2021	KS / SH	
Publish Ebook, Program and Testimonial Videos (?) to ASCE Website	<input checked="" type="checkbox"/>		11/22/2021	SH	
Coordinate Ebook and program with ASCE IS Social Media Chair - SD	<input checked="" type="checkbox"/>		11/22/2021	SD / AMJ	
Send Videos to Winners including CDOT Public Relations Officer	<input checked="" type="checkbox"/>		11/22/2021		
Print program and mail to winners and lifetime members (verify LM)	<input checked="" type="checkbox"/>		11/22/2021	SH	

## Illinois Section ASCE Annual Awards 2021

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ILLINOIS SECTION

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ILLINOIS SECTION

### 2021-2022 ASCE SOCIETY PRESIDENT ADDRESS

Dennis D. Truax, Ph.D., P.E., DEE, D.WRE, F.ASCE

### OUTGOING ASCE ILLINOIS SECTION PRESIDENT ADDRESS

Past President - Brian L. Pawula, P.E., PMP

### INCOMING ASCE IL SECTION PRESIDENT ADDRESS

President - Andrew Walton, P.E.

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