The Symposium Distinction Awards Online Entry Form Questions

Please Note: This document is to be used as a guideline in preparing your awards entry.

All entries must be submitted electronically at www.hcarefacilities.com/awards.asp. If you have any questions, please contact Jenabeth Ferguson at 203-371-6322 or jenabeth@jdevents.com. Thank you.

Section 1: Submission Contact (all fields are required) Name, Title, Company, Address, City, State, Zipcode, Phone, Fax, Email

Section 2: Entry Submission
(Select “Add an Entry”, then select which category you would like to enter)

Individual Award & George Pressler Under 40 Award
Nominee:
Nominee’s Title:
Nominee’s Company:
Nominee’s Address:
Nominee’s City:
Nominee’s State:
Nominee’s Zip:
Nominee’s Phone:
Nominee’s Fax:
Nominee’s Email:
Nominee’s Essay about the individual’s achievements and contributions to the field:
Entry Sample URLs: (you must enter at least one sample URL).
Use the url’s to post additional information about the nominee such as company website, links to articles, FTP site where you compile supporting information, etc.

Team Award
Project Name:
Executive Summary:
Project Location:
Type of Facility:
Size of Facility:
Number of Beds:
Budget (initial):
Budget (actual):
Completion Time:
Date of Completion:
Describe the major challenges this team faced during the project, and how the team overcame these challenges?
What makes this project team exceptional?
What contributions did each person make, as a team member, to ensure the overall success of this project?
Describe the flow of communications between the team members and between the team and all stakeholders:
How were the team and project performance measured throughout the course of the project and after the product was completed?
What achievement are you most proud of?
Team Members:
Enter Sample URLs: (you must enter at least one sample URL).
Use the url’s to post additional information about the team such as company website, links to articles, FTP
Products and Manufacturers:
Please list the manufacturers and products used in your healthcare project for the following areas:

User-Centered Award
Project Name:
Executive Summary:
Project Location:
Type of Facility:
Size of Facility:
Number of Beds:
Budget (initial):
Budget (actual):
Completion Time:
Date of Completion:
What were the initial project requirements?
What makes this project/design user-centered in your opinion?
What tools and methods did you use to learn about the requirements of each user-group/stake-holder? How was this information analyzed?
Which requirements did you/did you not include in the actual design and why?
How were user requirements translated into design features?
What were the major challenges in creating a user-centered facility?
How did you test the design/facility throughout the course of the project and after the project was completed?
What were the performance test results?
Team Members:
Entry Sample URLs: (you must enter at least one sample URL).
Use the url's to post additional information about the project such as company website, links to articles, FTP site where you compile supporting information, etc.

Products and Manufacturers:
Please list the manufacturers and products used in your healthcare project for the following areas:

Adaptive Reuse Award
Entry title
Entry summary
URLs
Project location
Type of facility
Size of facility
Number of beds
Initial budget
Actual budget
Total completion time
Completion date
Major challenges
Initial project requirements
Team members
What was the initial use of project area?
What was the renovated use?
What are the key improvements to the area (scope of change)?
How was the team able to maintain or reuse aspects of the existing space?
What were the identified goals of the project?
How well were these goals accommodated in the renovated space? What compromises were required?

Entry Sample URLs
Use the url’s to post additional information about the team such as company website, links to articles, FTP site where you compile supporting information, etc.

Products and manufacturers used
Please list the manufacturers and products used in your healthcare project for the following areas:

Product Award
Product Name:
Date Product was available for sale:
Product Statement:
Entry Sample URLs: (you must enter at least one sample URL).
Use the url’s to post additional information about the product such as company website, links to articles, FTP site where you compile supporting information, etc.

Step 3: Review Entries
Review your entries. If you need to make changes use the “back” button of your browser and edit the entries. Once you finalize your submission you will not be able to go back to your entries or make changes at a later date.

Step 4: Confirmation Receipt
Your entry is complete. Print a copy of this page for your records.