



## 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](http://www.hcarefacilities.com/awards.asp). If you have any questions, please contact Jenabeth Ferguson at 203-371-6322 or [jenabeth@jdevents.com](mailto: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:

Entry 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*

*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: Wayfinding, Furniture, Flooring/Carpet, Lighting Products/Controls, Artwork, Doors, Surfaces – Solid/Other, Windows, Wallcoverings/Curtains/Paint, Ceiling/Wall Systems, Filing/Storage, Access Control, Building Materials, Energy Management, HVAC, Power Supply, Software/Communications, and others you feel contributed to your project.*

**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: Wayfinding, Furniture, Flooring/Carpet, Lighting Products/Controls, Artwork, Doors, Surfaces – Solid/Other, Windows, Wallcoverings/Curtains/Paint, Ceiling/Wall Systems, Filing/Storage, Access Control, Building Materials, Energy Management, HVAC, Power Supply, Software/Communications, and others you feel contributed to your project.*

**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:*

*Wayfinding, Furniture, Flooring/Carpet, Lighting Products/Controls, Artwork, Doors, Surfaces –*

*Solid/Other, Windows, Wallcoverings/Curtains/Paint, Ceiling/Wall Systems, Filing/Storage, Access Control,*

*Building Materials, Energy Management, HVAC, Power Supply, Software/Communications, and others you*

*feel contributed to your project*

### **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.