

## Tips for Writing a Strong Chapter Award Nomination

WICT works to help develop and advance women in the cable industry. One of the ways we do this is by shining a spotlight on chapters and its leadership. The award recipients are recognized annually.

We encourage you to nominate individuals and/or chapters deserving of this recognition. Here are some tips to ensure the review committee gets to know your candidate(s).

- Review the award **eligibility criteria** to ensure your candidate meets the criteria.
- Be specific and provide concrete examples as they relate to the questions on the nomination form. Remember, the review committee will review all nominations objectively, so use examples to illustrate why your candidate(s) is a standout.
- Proofread your nomination for spelling and grammar errors, and ensure you have addressed all parts of each question.
- Letters of recommendation are highly encouraged. We ask that you limit letters to one page and send no more than three per nominee.
- Nominations will not be accepted past the deadline at 5:00 pm ET on Friday, October 18.
- Be sure to note the nominee's involvement in WICT both locally and globally, and include if they are a current member of WICT.

If you have any questions regarding the nomination process, please contact Sydney Rose at 202-827-4792 or [srose@wict.org](mailto:srose@wict.org).