

## Certificate of Recognition/Certificate of Appreciation Request Guidelines

IIE is delighted to support IIE Societies and IIE Divisions in recognizing or thanking a member(s) who has positively impacted a division, a society, or the IE profession with (1) extraordinary or dedicated service (2) valuable contributions, (3) industry achievements. Most divisions and societies present certificates at their Town Hall Meetings at the annual IIE Conference and Expo.

Due to the large number of requests for certificates prior to the annual conference and Headquarters desire to give you timely and accurate support, it is important that these guidelines be followed when requesting certificates:

1. Send all information on each certificate to Pam Patterson, [ppatterson@iienet.org](mailto:ppatterson@iienet.org) . Please send all of your certificate requests in at one time for your society or division.
2. Specify Certificate of Recognition or Certificate of Appreciation
3. List name of person you are recognizing or thanking (be sure name is spelled correctly)
4. List title or position and organization of the person being recognized or thanked
5. Wording for what reason(s) person is being recognized or thanked- For example, *In recognition of his/her service on the \_\_\_\_\_ Board of Directors 2010-2012, or For her/his outstanding contributions to the success of the \_\_\_\_\_ Division*
6. Specify date if you want the date on the award
7. Specify whose signature(s) will be executed on the certificate and title(s). Include the electronic signature file.
8. Certificates will be shipped to the IIE Annual Conference and can be picked up at the TVP/Division Leadership meeting. Any certificates not claimed will be left in the Town Hall meeting room prior to the meeting.
9. A proof will be sent to you. Please examine proof and send edits back to HQ promptly or send an email stating that the certificate is okay to print. Edits will be made and a new proof sent to you before the certificate is finalized.
10. For all divisions and societies who have their own logo, HQ has your logo on file and will incorporate on the certificate unless instructed to omit.
11. All certificates will be placed in a certificate holder with the IIE logo.

**All requests for certificates must be received by HQ 45 days prior to the conference.** Make your certificate decisions early! *Note: Request for certificates for other conferences, like the SHS and Lean conferences, also need to be submitted 45 days before the event.*