Award Nomination Best Practices

PRMA — PRIVATE RISK MANAGEMENT ASSOCIATION

JOANN HELTIBRIDLE AWARD · PRMA 2024

EMERGING LEADER AWARD · PRMA 2024

DOW UNDERWRITING EXCELLENCE AWARD · PRMA 2024

LATANYA SIMMONS DIVERSITY, EQUITY & INCLUSION AWARD · PRMA 2024

To ensure your nomination stands out among the many submissions PRMA and the Award Selection Committee will review, consider these key tips to elevate your entry.

Understand the Criteria

Familiarize yourself with the criteria for the award. Each award is accompanied by a detailed description on the PRMA Summit Awards page. This will assist you in determining whether you or the individual you are nominating align best with the award's criteria.

Provide Examples

When answering questions that ask you to "demonstrate" or "describe" the applicant, be as specific as possible. Support your claims with concrete examples and evidence of the applicant's impact. Use metrics, testimonials, and anecdotes to illustrate their contributions.

- **Example - *Not Specific Enough*:** "She is incredibly quick to respond."
- **Example - *Specific*:** "Lisa is not only quick to respond but she is proactive by picking up the phone, especially when it comes to additional information she needs on an account. One notable instance was with one of my largest clients last year, where Lisa…"

Focus on Impact

Emphasize the significance of the applicant's achievements and how they have positively influenced others or advanced their field.

Highlight Unique Qualities

Identify what sets the applicant apart from others and why they deserve recognition. This could include their innovation, leadership skills, dedication, or commitment to excellence.

Tailor the Application

Customize your application to fit the specific award criteria and requirements. For instance, when applying for the JoAnn Heltibridle award, highlight instances where you or the nominee have demonstrated a commitment to excellence, and advocated for the best interests of clients.

Be Succinct and Clear

It's about quality and not the quantity of your words. When providing your examples be clear and to the point. Remember to review your application carefully to ensure there are no grammatical errors or inconsistencies before submitting.