

Meeting Professionals International Minnesota Chapter

EMPI Annual Award Nomination, Notification and Selection Process

Nomination Process

- Recognition Committee will review and make necessary changes to the award category descriptions and criteria, as well as the EMPI nomination form. These will be forwarded to the Director of Communications for approval.
- Committee will work with the website committee chair to coordinate that the information is accessible on the MPI MN's website.
- Award descriptions and criteria, and the nomination form will be updated and accessible on the chapter website by January 1st of each year. The nomination process will be rolled out to the membership at the January monthly meeting. Continued promotion of the EMPI awards will be handled by the Recognition Committee up until the awards dinner through NewsNotes, Meeting of the Minds, monthly meetings, etc.
- Applications will be collected by the Nonprofit Solutions (NS). All applications need to be submitted a minimum of six weeks prior to the awards dinner.
- A minimum of three nominations per category are needed for each award category. In the event a particular category fails to reach the minimum required, the review committee will alert the individual who made the nomination(s).
- Recognition Chair will supply a final list of nominees to the BOD and NS for review and approval.

Notification Process

- Each nominee will receive a congratulatory letter from NS, along with an eligibility form for the nominee to complete; which is a requirement for continued consideration. Recognition Committee will supply NS with the letter and form to be sent out.
- Nominee must return the completed eligibility form to the Recognition Chair a minimum of five weeks prior to the awards dinner.

Judging Review Panel Selection Process

- Recognition Chair is responsible for selecting a panel of four MPI MN members to act as the judging review panel. These individuals may not be nominees and should have a minimum two year history with MPI MN. The panel should consist of equal planner/supplier representation. The immediate past president will be asked to sit on this review panel, provide he/she did not receive a nomination. Other panelists will be drawn from previous year award winners, previous Board of Directors, and if necessary from past years award winners.
- Members of the selection committee will be kept confidential, and all members will be instructed not to inform anyone of their, or anyone else's, involvement on this review panel.

(Judging Review Panel Selection Process Continued)

- The VP of Membership will be present, but will remain silent, during the judging process. In the event there is a tie, further discussion will be had in which the VP of Membership can par-take in and a re-vote will be conducted. The Recognition Chair will also be present, but will remain silent during the process to facilitate, mediate, and record the award winners and reasons for the review panel's decision. In the event the VP of Membership or the Recognition Chair has been nominated for an award, they will leave the room during the discussion of that particular award, and the other will fill the role of that person.

Award Winner Selection Process

- Recognition Chair will supply the judging review panel with all nomination information (nomination form, eligibility form and any other supporting materials the nominee submitted) per nominee, per award category, approximately five weeks prior to the awards dinner for review prior to the group discussion.
- The judging review panel will meet a minimum of four weeks prior to the awards dinner to discuss the nominees as a group.
- Recognition Chair will inform the review panel that only the information submitted in the nomination form, nomination eligibility form, and supporting documentation (all supplied to them by the Recognition Chair) can be part of the open discussion. Personal feelings and information known by a member on the review panel about a nominee will not be allowed as part of the open discussion.
- Discussion will take place per award category.
- At the end of each award category discussion, the review panel will be given a ballot with all nominee names and will be asked to indicate their top three choices per award category-- with a '3' next to their top choice, a '2' next to their 2nd choice and a '1' next to their 3rd choice.
- The Recognition Chair will collect the ballots and add the points. The nominee with the most points is the award winner, and it is announced to the review panel that a winner was chosen. The name/company of the award winner will be kept confidential. In the event there is a tie, discussion will be opened up again in which the VP of Membership is allowed to par-take in. A re-vote will be taken to determine the winner. This process will be repeated for each award category.
- After discussion of each award category, deciding factors of all panelists will be combined to justify the reason for the selection.
- Judging review panel will be instructed that the happenings of the meeting must be kept confidential and cannot be brought outside the room.