Industry Awards Celebration
ICON Awards Nominations Form Instructions

1. **Visit mdtechcouncil.com/icon-awards/categories**
   o Choose the appropriate award category to nominate.

2. **Individual Completing the Nomination Form**
   o Begin by filling out your details as the nominator. This includes your full name, title, company name, email, and contact number.

3. **Nominee Information**
   o Enter information for the person or company you are nominating, including their full name and/or company name, title, company address, website, year founded, industry type, estimated current range of revenue (under $25M or above $25M), company description and social media (optional).

4. **Contact Information if Nominee Wins**
   o Provide contact details for a point of contact who will coordinate if your nominee is selected as a finalist.

5. **Required Fields**
   o Fields marked with an asterisk (*) are required and must be completed to move forward in the form. If any required fields are missed, you won't be able to proceed to the next page.

6. **Nominations Percentage Evaluation**
   o There will be two to three items designed to assess key qualities for the award categories.
   o Assign percentages to each item based on its importance and contribution to the corresponding question.

7. **Open-Ended Question**
   o You'll find an open-ended question at the end of the form. This is an opportunity to share unique qualities about your nominee. Responses here may help in final evaluations and potential tie-breakers.

8. **Upload Supporting Documents**
   o You can upload up to five pages of supporting materials (e.g., testimonials, achievements) to enhance your nominee's profile.

9. **Review and Submit**
    - These percentages will help assess the overall strength of each nominee based on their responses to the corresponding questions.
    - Finalists are selected based on their scores, and in the case of a tie, responses to the open-ended question and supporting materials will assist the executive board in final decisions.

Note: Finalists' information, including the open-ended responses and supplemental materials, will also be shared with the final judging panel.

Instruction for Assigning Percentages

Please review the questions and assign a percentage to each item based on their relative strength. The sum of all percentages must total exactly 100%. Ensure the distribution reflects the important or contribution of each quality accurately.

- **Step 1**: Evaluate each item based on its strength.
- **Step 2**: Assign a percentage to each item.
- **Step 3**: Confirm the total of all percentage equals 100%

If your total exceeds or falls short of 100%, please adjust the percentages accordingly.

Example
- **Question:** What makes you a successful baker?
    - Ensuring each baked good is as delicious as the last: **40%**
    - Baking with attention to hygiene and safety: **25%**
    - Innovation in baking methods and ingredients: **15%**
    - Always making enough for all your loved ones: **20%**

                                                Allocations = 100%