



Tom Hughes Collaboration Award 2023

Nomination Application Instructions

Thank you for your nomination for the Tom Hughes Collaboration award! Below are instructions for the format of your application. There are three categories for nomination:

- 2 SMI member organizations
- An individual from an SMI member organization
- A single SMI member organization

Your application should include the following elements for ALL nominations (in the order it is requested and numbered accordingly):

1. Your name, title, organization, and contact information.
2. The name of the 2 SMI member organizations, individual, or single member organization.
3. Executive Summary: 1-to-2-page summary of the demonstrated attributes of your nominee and why you are submitting their nomination. Include a description of the event or event(s) that you will be your "Story" of what took place that influenced you to submit your nomination.
4. Answers to specific questions below – although answers may be included in supporting documentation/attachments, it is important to directly answer the questions in your submissions.
5. Attachments such as Powerpoints, dashboards, and other material associated with the nomination are welcome – but do not replace the need to answer the specific questions below.

>>For a 2 SMI Member nomination:

1. Identify the executive champions involved from both organizations.
2. List and describe the specific events/activities/problem solving that have demonstrated collaboration and innovation – include dates of beginning and end of project/event.
3. Describe how you measured success.
4. Describe key milestones and critical key actions that contributed to the success of the collaboration.
5. How do you plan to sustain collaboration and innovation over time?

>>For an Individual nomination from an SMI member organization:

1. Describe in 3 to 4 sentences the characteristics of the individual you are nominating that demonstrate his or her overall commitment to collaboration and innovation.
2. Provide 3 or 4 examples of specific actions that demonstrate those characteristics.
3. What challenges, if any, has the individual overcome that are unique or different which contribute to your nomination.
4. List any best demonstrated practices this individual has implemented.
5. Provide at least 2 quotes from other SMI members regarding your nominee and/or 2 quotes from the nominee's executive leadership and/or peers.

>>For a single SMI organization nomination:

1. Describe in 3 to 4 sentences the characteristics and overall reputation of the nominee in the areas of collaboration and innovation.
2. Over what time has this nominee represented collaboration and what specific elements have contributed to their success.
3. Provide 3 or 4 examples of specific best practices the organization has demonstrated over time.
4. Name specific individuals (if any) who have contributed to the collaboration and innovation of your nominee.
5. Provide quotes from other SMI members that support the nomination of this organization.

Please email your completed application in PDF format to Christine Dean at cdean@smisupplychain.com by August 15, 2023 with the subj line: SMI THCA 2023 Application