

To the TAG liaisons and members of the Executive Team,

It's that time of year again. Time for the nominations of the Michael Shea and Distinguished Service Awards. Please try to have your recommendations sent back to me (the Special Awards Chair) by January 30th if possible. I'm sending you a portion of the procedure to explain in detail. Thanks.

Procedure for Michael Shea/ Distinguished Service Awards:

- a) All nominations for these Special Awards should be submitted to the TAG Awards/Special Awards Committee Chair. The nomination must include the person's name and a summary of their contributions and/or accomplishments (reason for nomination) and the award for which they are being considered. This nomination will be forwarded to the awards committee, which consists of the Awards Committee Chair, the TECH Chair and one other member of the TECH Executive Committee as chosen at the discretion of the TECH Chair, for full consideration of the merit of all nominees for Special Awards.

- b) Nominations for Special Awards to be presented at the ACS Fall National Meeting must be made by the last day in May to allow for proper consideration of the award. If the presentation is to be made at the ACS Spring National Meeting, nominations must be submitted by the last day in December.

- c) The TECH Division Chair or designee will present special Awards during an ACS National Meeting at an "open" event or meeting. A delegate identified by the honoree can accept the award. Alternatively, the Special Award can be mailed directly to the recipient.