**Nomination Form for the IEEE NTC Chapter Award**

 (Nomination Deadline: October 1, annually)

1. Name of Nominee Chapter:

2. Chapter contact person:

 Name:

 Address:

 Phone: Fax: Email:

3 Proposed Award Citation (20 words or less)

4. In a separate attachment:

(a) List and describe ALL Chapter-sponsored activities for the previous calendar year, including:

* Seminars
* Workshops
* Conferences
* Engagement with student activities
* Joint activities with other member society chapters
* Chapter visits to local industry/institutions
* Other technical activities
* Member advancement/recognition
* Membership growth efforts
* Miscellaneous

(b) Also document the other key requirements of the award:

* Timely updates and reporting of Chapter officers and activities
* Minimum of (4) meetings/programs during the year
* Maintenance of an up-to-date Chapter web site

5. Nominator: Name:

 Address:

 Phone: Fax: Email:

6. Nominator’s Signature:

*Before mailing, be sure all necessary material is included.*

1. Full contact information of the Chapter contact person

 (ii) Citation (up to 20 words)

 (iii) Complete record of the Chapter’s activities for the previous calendar year

 (iv) Your name, contact details and signature

*Please send nominations (electronic, PDF) with supporting material to:*

Chair, IEEE NTC Awards Committee:

Wen Jung Li

Vice-President (Talent and International Strategy) & Chair Professor of Biomedical Engineering, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon, Hong Kong

Email: wenjli@cityu.edu.hk