

VICE PRESIDENT AND BOARD OF TRUSTEES NOMINATION DOCUMENTATIONS REQUIREMENTS AND UPLOAD INSTRUCTIONS

1. All information and attachments are to be directed to the **Nominator** for submittal. The nominator will need the following information/documents in **pdf format** in the format and size listed below for uploading. There are other questions on the nomination, however, these responses will need to be uploaded.
 - a. Honors and Awards List
 - *No more than 1 page in 10 pt. Arial font.*
 - b. Community Service
 - *No more than 300 words in 10 pt. Arial font*
 - c. Fields of Experience, Specialization, and Interest
 - *No more than 1 page in 10 pt. Arial font*
 - d. Managerial and/or Business Perspective
 - *No more than 1 page in 10 pt. Arial font.*
 - e. Understanding and Support of ASM Goals, Issues and Opportunities Document
 - *No more than 1 page in 10 pt. Arial font.*
 - f. Knowledge of Information Technology
 - *No more than 300 words in 10 pt. Arial font.*
 - g. Professional Activities
 - *No more than 300 words in 10 pt. Arial font*
 - h. Human Relations Skills
 - *No more than 300 words in 10 pt. Arial font*
 - i. Five (5) Letters of Support
 - j. Biography
 - *No more than three (3) pages in 10 pt. Arial font.*
 - k. Photo
 - l. Vision Summary Statement
 - *No more than two (2) pages in 10 pt. Arial font.*
 - m. Nominator Summary
 - *No more than 1 page in 10 pt. Arial font.*
2. Once files are uploaded and the Submit button is clicked, the nominator will see a screen confirming the submission as well as receive an email confirmation with a link for reference.

If the submission does not upload and transmit properly, please contact leslie.taylor@asminternational.org.

Important! Please be certain to furnish all relevant information: Missing data cannot be obtained elsewhere. The submitted material is the total case as it will be presented to the ASM Nominating Committee. Omissions can weaken the case of your candidate.