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**GUIDANCE NOTES FOR PROPOSERS SUBMITTING A NOMINATION FOR THE** **ENERGY GROUP MEDAL**

**Please read the criteria for the Energy Group Medal and submit your nomination on the attached form (Form A).**

The Energy Group Committee relies on the proposers to check the accuracy of the supporting information. By signing the nomination form, the proposers are confirming that, to the best of their knowledge, the details given in support of a nomination for an award are accurate.

***This is a competitive process and to avoid potential disappointment the nominee should not be informed that they are being nominated for the Energy Group Medal.***

The Proposer must be a Fellow and although it is preferable for the Seconder also to be a Fellow it is not essential. It is more important, in order to keep the standard of nominations at the highest level, for the Proposer and the Seconder to have sufficient knowledge of the candidate and their work to recommend them for a Energy Group Medal.

The Proposer and Seconder for the Energy Group Medal should ideally not be from the same institution as the Nominee. In exceptional circumstances, the Proposer can be from the same institution but the Seconder should be from a different institution.

**Those nominated do not have to be Fellows of the Society. Nominees can be from an industry or academic background. Past service to the Energy Group or the Geological Society is not a requirement. Current members of the Energy Group Committee or the Geological Society Council are not eligible for nomination.**

The Energy Group Medal seeks to honour those who have

* changed things especially by significant achievement;
* earned the respect of their peers and become a role model in the industry;
* contributed in a distinctive way;
* shown exceptional innovation or creativity.

The nomination should show what makes this candidate different from others doing the same job, give evidence of what they’ve done and give examples of how they have demonstrated outstanding quality. What difference has their contribution has made and why it has been important?

All sections of the nomination form must be completed including a brief statement ***of no more than 500 words*** on why the nominee merits an award. If the statement exceeds this limit the Proposer will be asked to reduce the word count. The form must be signed and dated. Electronic signatures are acceptable.