



NATIONAL COALITION OF BLACK MEETING PLANNERS, INC.

CALL FOR 2010 AWARDS NOMINATIONS



HONORING ASSOCIATION EXECUTIVES,
MEETING PLANNERS, SUPPLIERS,
CORPORATIONS, ENTREPRENEURS, AND
PIONEERS IN THE INDUSTRY.

**DEADLINE: ALL NOMINATIONS ARE DUE
TO NCBMP HEADQUARTERS BY
OCTOBER 1, 2010**

National Coalition of
Black Meeting Planners, Inc.*
8630 Fenton Street, Suite 126*
Silver Spring, MD 20910*
Phone (202) 628-3952*
Fax: (301) 588-0011
E-Mail: ncbmp.hq@verizon.net

**VISIT WWW.NCBMP.COM
FOR A NOMINATION FORM AND
ADDITIONAL INFORMATION**



NATIONAL COALITION OF BLACK MEETING PLANNERS

2010 CALL FOR NOMINATIONS

**Honoring Association Executives, Meeting Planners, Suppliers,
Corporations, Entrepreneurs, and Pioneers in the Industry**

NOMINEE REQUIREMENTS

ASSOCIATION EXECUTIVE/MEETING PLANNER AWARD

- ❖ Candidate must have a minimum of five years experience in meeting planning or association management evidenced by dedication and commitment to fostering excellence and professionalism in the industry.
- ❖ Candidate must have three consecutive years as a NCBMP member.
- ❖ Candidate must have attended a minimum of three conferences. (Please include Certificate of Attendance from NCBMP conferences.)
- ❖ Candidate must demonstrate innovation/uniqueness in conference planning.
- ❖ Candidate must provide letters of recommendation regarding conferences held in the last two years from a: 1). Hotel 2). Convention Center/CVB 3). Travel Industry.
- ❖ Candidate must provide a letter of endorsement from CEO, executive director, or president of his/her organization.
- ❖ *Candidate's resume must be included with the application package.*

THE CHARLES E. WRIGHT SUPPLIER AWARD

- ❖ Candidate must have a minimum of five years experience as a supplier in the hospitality industry.
- ❖ Candidate must provide evidence of dedication and commitment to fostering excellence and professionalism in the industry and supporting the goals of NCBMP.
- ❖ Candidate must have three consecutive years as a NCBMP member.
- ❖ Candidate must have attended a minimum of three conferences. (Please include Certificate of Attendance from NCBMP conferences.)
- ❖ Candidate must provide a letter of recommendation, detailing achievements from meeting planners and or association executives, with whom he/she has done business during the past two years.
- ❖ Candidate must provide a letter of endorsement from CEO of his/her organization.
- ❖ *Candidate's resume must be included with the application package.*

Sitting NCBMP Board Members are in-eligible

**All nominations must be post marked by October 1, 2010 and sent to
NCBMP headquarters 8630 Fenton Street, Suite 126, Silver Spring, MD 20910
Visit www.NCBMP.com for a nomination form and additional details**



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NOMINEE REQUIREMENTS (CONTINUED)

CORPORATE AWARD

- ❖ Candidate must demonstrate equity in patterns of hiring African Americans in managerial positions in related fields of the meeting planning industry.
- ❖ Candidate must exhibit good corporate citizenship by supporting NCBMP and other minority conferences through advertising, exhibiting, and event marketing opportunities.
- ❖ Candidate must display evidence of minority conference support during the last three years.

ENTREPRENEUR AWARD

- ❖ Candidate must operate an African American owned business providing exemplary service as a supplier to the convention planning industry and related occupations for at least five years.
- ❖ Candidate must provide evidence of having provided service, which enhanced the quality, productivity or efficiency of conferences held by NCBMP or member organizations during the past three years.
- ❖ Candidate must provide two letters of recommendation from NCBMP member organizations attesting to performance.
- ❖ *Candidate's resume must be included with the application package.*

PIONEER AWARD

- ❖ Candidate must have a minimum of 10 years experience in related industry fields of the meeting planning industry.
- ❖ Candidate must provide evidence of exemplary service in the promotion and advancement of minority participation in the meeting planning industry.
- ❖ Candidate must exhibit the positive impact of networking, serving as a mentor to influence the advancement of aspiring young professionals in the meeting planning industry.
- ❖ Candidate must provide a letter of recommendation from corporation, NCBMP member organization, or individual attesting to performance.
- ❖ *Candidate's resume must be included with the application package.*

Sitting NCBMP Board Members are in-eligible

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AWARDS NOMINATION FORM

Award Category (Please check one)		
<input type="checkbox"/> Association Executive Award/ Meeting Planner Award		
<input type="checkbox"/> Charles E. Wright Supplier Award		
<input type="checkbox"/> Corporate Award	<input type="checkbox"/> Entrepreneur Award	<input type="checkbox"/> Pioneer Award

Contact Information		
Name of Nominee: (Nominee must meet criteria of specific NCBMP Award.)		Date:
Title:		
Company:		
Street Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
E-Mail:		

Justification
Please note specific reason(s) Nominee should be considered for the NCBMP Award

Submitted by	
Name: (Printed)	
Signature:	
Date:	



NATIONAL COALITION OF BLACK MEETING PLANNERS, INC.

AWARDS NOMINATION Check List

Submission and Documentation

Please ensure that the following documentation is returned along with the nomination form. Material may be e-mailed or sent by regular mail. The applicant's photo and bio will be placed in the NCBMP Annual Awards Banquet program and on the organization's website. Please note: Information must be received by Friday, October 1, 2010.

1. **Completed Nomination Form**
2. **Nominee's Bio**
3. **Head Shot Photo of Nominee**
4. **Letter Of Recommendation from Nominee's Superior**

Nomination forms and all supporting documentation must be received by October 1, 2010

NCBMP * 8630 Fenton Street, Suite 126 * Silver Spring, MD 20910 * Fax: (301) 588-0011

National Coalition of Black Meeting Planners, Inc.

AWARDS NOMINATION PROCESS - FREQUENTLY ASKED QUESTIONS

1. What is the function of the NCBMP Awards Committee?

The function of the NCBMP Awards committee is to solicit recommendations for NCBMP awards; to review and qualify nominations for awards; to make recommendations to the Board of Directors for qualified awardees to receive the various awards given out at the Fall Conference.

2. Can an Awards Committee member help the nominee gather the necessary support documentation for a nomination?

Yes, an Awards Committee member can give limited help to a nominee with the process of gathering necessary documentation to support a nomination.

3. Does the Nomination Form and back up documentation need to be submitted all at the same time?

While, it is not mandatory that the Nomination Form and back-up documentation be submitted at the same time, it is highly recommended. This will help reduce the chances of misplaced information once the nominee's file has been created.

4. Are the nominations secret?

No, the nominations are not secret. Once a nomination has been submitted, it is important at some point for the nominee to be aware that he or she is in the running for an award.

5. When will the award winners be announced?

While the nomination names are not secret, the actual winners are kept confidential and are announced at the closing Gala during the NCBMP Fall Conference.

6. Does the nominee need to be a member of NCBMP?

Yes.

7. Where should the Nomination Form and support documentation be mailed?

The Nomination Form and support documentation should be mailed to:
NCBMP Headquarters
Awards Committee
8630 Fenton Street – Suite 126
Silver Spring, MD 20910

For additional information, please call NCBMP Headquarters (202) 628-3952.