



IEM'S AWARD FOR CONTRIBUTION TO THE ENGINEERING INDUSTRY IN MALAYSIA

INDUSTRY AWARD TIMELINE 2024

NO.	ACTIONS	DEADLINE
1.	NOMINATION APPROVAL AND SUBMISSION	22 Jan – 21 Mac 2024 (2 months)
	TDs, SIGs, SECTIONs to NOMINATE and to GET APPROVAL at their own meeting or via whatsapp. PIC to keep track on the submission of the form. Period from 22 Jan – 21 Mac 2024	
	PIC/Nominees need to inform the company/s being nominated on criteria to purchase table category DIAMOND/PLATINUM TABLE if they are selected as the winner. All guidelines are stated in the 1st page of the nomination form and nominated companies are to comply with this term.	
2.	COMPLETE NOMINATION RECEIVED BY SECRETARIAT PROPOSER to ensure that the Nominee submitted full info and complete details as requested in the Form (info/ details to be submitted in one file to the Secretariat).	22 January – 21 March 2024
3.	NOMINATION CLOSED. Any INCOMPLETE Nomination, will be taken as NULL and VOID.	21 March 2024 (before 2.00 pm)
4.	DOCUMENTS CHECKING PROCESS Secretariat to compile & check.	22 & 25 March 2024
5.	EVALUATION PROCESS	27 March – 03 April 2024 (Public Holiday – 28 Apr)
	Judging Process > within 5 WORKING DAYS upon received EMAIL on the Forms from Secretariat (03 Apr). All parties involved to Evaluate the Nomination Forms Received)	

	<ul style="list-style-type: none"> ✓ Evaluation Committee (TDs, SIGs, SECTIONS) ✓ External Evaluation Committee (1 person) (to be invited) 	
6.	EVALUATION FORM SUBMISSION TO SECRETARIAT EVALUATION COMMITTEE to SUBMIT Evaluation Form to the Secretariat for Final Compiling.	04 – 05 April 2024 (before 2.00 pm)
7.	RESULT AND CALCULATION PROCESS To be prepared by Secretariat once received all results from JUDGES	06 – 08 April 2024
8.	FINAL RESULT	09 April 2024
	Result to be sent to <ul style="list-style-type: none"> ✓ Evaluation Committee for Info ✓ Tabled to Annual Dinner Organising Committee 	09 April 2024 / (or at the date of meeting)
9.	CONSENTING PROCESS – Submission to Excomm first <ul style="list-style-type: none"> ✓ Result to for Excomm consent via email CIRCULATION ✓ IF NO PROTEST – After Excomm Meeting, award letter shall be sent to the WINNERS 	After 09 April 2024
10.	ANNOUNCEMENT TO THE WINNERS	
	Winners (of all awards categories) shall be informed via official letter for them to prepare corporate video, company citation and table purchase. Deadline of submission to IEM (1 month before event)	By 19 April 2024
	Request to purchase DIAMOND/PLATINUM TABLE and CORPORATE VIDEO (3 mins) for AD presentation (based on Awards Guideline.	Latest 17 May 2024
	No result shall be announced to ACT Committee until the day of the <u>65th AD – 01 June 2024.</u>	All Documentation - <ol style="list-style-type: none"> 1. Purchase of Table (Platinum / Diamond for winners) 2. Corporate Video (3 minutes) 3. Company Citation (200-250 words) READY before ANNUAL DINNER (01 June 2024)