



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

INDUSTRY AWARD TIMELINE 2026

(Dear Nominee/companies – please follow the timeline given to ease the process for Organising Committee and Secretariat)

NO.	ACTIONS	DEADLINE/S
1.	INDUSTRY AWARD NOMINATION FORM MUST BE PROPOSED & APPROVED BEFORE SUBMISSION TO IEM'S SECRETARIAT.	Period to accept 'Nomination Form' from 20 December 2025 – 20 January 2026 (1 month)
	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 of submission from 20 Dec 2025 – 20 Jan 2026	TDs & SIGs to Action
	PIC/Nominees need to inform the company/s being nominated on criteria to purchase table categories which is DIAMOND/PLATINUM TABLE if they are selected as the winner. All guidelines are stated in the 1 st page of the nomination form and nominated companies are to comply with this term.	PIC & Nominee to take note on Guideline as a 'winner'
2.	COMPLETE NOMINATION FORM 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).	Period to accept 'Nomination Form' from 20 December 2025 – 20 January 2026
3.	NOMINATION CLOSED. Any INCOMPLETE Nomination, will be taken as NULL and VOID.	20 JANUARY 2026 (before 2.00 pm)
4.	DOCUMENTS CHECKING PROCESS BY THE SECRETARIAT Secretariat to compile & check.	21 – 24 January 2026 (4 days)

5.	EVALUATION PROCESS FROM IEM SECRETARIAT TO JUDGES (TDs, SIGs)	26 January 2026 – 04 February 2026 (10 days)
	Judging Process > upon received EMAIL on the Industry Award Forms together with the Evaluation Forms from IEM Secretariat (by 26 January 2026). TDs, SIG involved to Evaluate the Nomination Forms Received)	
	<ul style="list-style-type: none"> ✓ Evaluation Committee Members shall comprise from the TDs, SIGs, SECTIONs. Listing based on award categories – already assigned. ✓ External Evaluation Committee (1 person) (to be invited if necessary, ONLY) 	Info
6.	EVALUATION FORM SUBMISSION TO SECRETARIAT EVALUATION COMMITTEE (TDs, SIGs) to SUBMIT the Evaluation Form to the Secretariat for Final Compiling.	5 – 9 February 2026 (05 Days) (deadline 9 Feb @ 2.00 pm)
7.	RESULT AND CALCULATION PROCESS To be prepared by ACT's Secretariat once received all results from JUDGES	10 – 14 February 2026 (05 Days) (deadline 14 Feb @ 2.00 pm)
8.	FINAL RESULT – TO COMMITTEE MEMBERS	15 - 16 February 2026
	Result to be sent to <ul style="list-style-type: none"> ✓ Evaluation Committee for Info ✓ Tabled to Annual Dinner Organising Committee 	16 – 18 February 2026 / (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 or at EXCOMM Meeting ✓ IF NO PROTEST – After Excomm Meeting, award letter shall be prepared & sent to the WINNERS 	20 February 2026 Excomm Meeting – 02 March 2026
10.	ANNOUNCEMENT TO THE WINNERS	
	Winners (of all awards categories) shall be informed via official letter from IEM. Award Letter shall be signed by the President.	Preparation of letter & President's signatred > 04 – 07 March 2026
11.	Below will be documents/items required from ALL AWARD WINNER/s.	

	No.	Items Required	SUBMIT DEADLINE
	(i)	Request to purchase DIAMOND/PLATINUM TABLE Category Only as per Guideline. Table booking form needs early confirmation due to allocation of tables categories.	10 March 2026
	(ii)	Company Citation for Program Book (200 – 250 words)	10 March 2026
	(iii)	Company Logo (AI or higher resolution) for any printed materials	10 March 2026
	(iv)	Submit Name of Representative to receive the Award on stage (Full name & Title + Position)	Earliest – by 15 Mar Latest – by 25 Mar
	(v)	Your Company's Corporate video (maximum 3 minutes only)	Earliest – by 15 Mar Latest – by 25 Mar
			All above to be READY before ANNUAL DINNER 5 April 2026)
	No result shall be announced to ACT Committee until the day of the <u>67th AD – 18 April 2026.</u>		