



## **APCO Leadership Technology Awards Program**

### **FAQ**

#### **What is the Technology Leadership Awards Program?**

This award is designed to recognize ECCs and other public safety communications agencies for their use of technological advancements and the demonstrated benefit received by their employees and the citizens they serve.

There are two award categories. There will be one winner in each category.

- **Small Agency Award** (1 to 75 employees)
- **Large Agency Award** (76+ employees)

#### **How do I know if an agency may a good nominee for a Technology Leadership Award?**

Today's emergency communications centers face a myriad of technology offerings and challenges. You should submit a nomination for an agency if you believe that it has responded to these challenges by developing a project that has:

- Had a direct correlation to operational policies and procedures by changing the way the job gets done
- Made the agency's operations more efficient
- Directly benefited the center's employees and the public it serves

#### **What are some examples of projects that would be considered?**

Examples of projects include, but are not limited to, Computer Aided Dispatch (CAD), radio, 9-1-1, public safety IT, broadband, electronic crime reporting, mapping, GPS and others.

#### **Who can nominate an agency for the Award?**

A ECC can be nominated by an employee or a member of the vendor community.

#### **What's the deadline for nominations?**

The nomination period begins January 1, 2024 and ends April 1, 2024, at midnight EST. Nominations will not be accepted after that time.

**When will the winners be announced?**

Winners will be announced after May 1, 2024.

**What do the winners receive?**

Each winning ECC will receive a complimentary "day-pass" registration for an agency representative to accept the award at the APCO Annual Conference in Orlando, FL. The award will be presented during the event's Opening General Session on Monday, August 5, 2024. The winning agencies will also be recognized in *Public Safety Communications* (the official magazine of APCO International) and on the APCO International web site.

**Can an agency be nominated again if they've been nominated in previous years?**

Yes. Prior-year nominees may be re-nominated.

**How do I nominate an agency?**

The nomination process is online. You can begin here: <https://awards.apcointl.org/>

**Can I attach supporting documentation to the nomination form?**

Yes. Here are the guidelines for submitting supporting documentation such as letters, newspaper articles, etc.

- Microsoft Word
- PDF Files
- ZIP archives
- Images to include JPG, GIF, PNG

**Once I start a nomination form, can I make changes to it?**

You can, as long as you remember to save the form. Do so by clicking "Save Nominee/Nominator Data" at the bottom of the page. You may change your nomination until the deadline, midnight EST, April 1. When your nomination is complete, you will click the "Submit Nomination" button at the bottom of the page. Once you do this, your nomination is locked and can no longer be changed.

**After I've submitted a nomination, can I make any changes to it?**

No. After completing your nomination, you will no longer be able to submit changes.

**What happens after I submit my nomination?**

You will receive an e-mail confirmation that your nomination has been received. Once received, your nomination will be reviewed by members of the APCO Awards Committee.

Committee members are APCO members from throughout the country who volunteer their time to identify individuals and agencies that have demonstrated exemplary performance.

**Will my nominee be notified?**

If selected as an award recipient, your nominee will receive a letter from APCO International in May. APCO International does not notify individuals who were nominated but not selected to win.

**Do I have to complete the nomination process all at once?**

No. If you begin a nomination and need to return later to complete it, just click Save at the bottom of the page. You can return any time before midnight EST, April 1 to complete your submission.

**Can I print a copy of the nomination form?**

Yes. You may print a copy of the nomination form by clicking the Print/Preview tab within the nomination category.

**What happens if my nominee wins?**

Award winners will be notified by letter in May. Each winning center will receive one complimentary "day-pass" registration for an agency representative to accept the award at the APCO Annual Conference in Orlando, FL. The award will be presented during the event's Opening General Session on Monday, August 5, 2024. The winning agencies will also be recognized in *Public Safety Communications* (the official magazine of APCO International) and on the APCO International web site.

**Are there any tips for completing the nomination form?**

Yes. Here's what we suggest you do/get before you begin the nomination process:

- Support from the administrative staff of the agency being nominated.
- Determine the number of employees the agency has. For purposes of this award, small agencies are those with 1 to 75 employees. Large agencies employee 76 or more. Be sure to submit your nomination in the correct category.
- Thoroughly read the instructions on the beginning of the online nomination form.

- Any supporting documentation you may want to attach (letters, newspaper articles, memos, etc.) Note that all attachments must be combined in a single .ZIP file for submission.
- Seek input from others who can provide information for the nomination

**Are there any tips on finalizing and submitting the nomination?**

Yes. Here's what we recommend:

- Click "Save Nominee/ Nominator Data" at the bottom of the form early in the process. Doing so will allow you to access it later for editing.
- Ensure that your descriptions and examples are clear, concise and easily understood
- Make sure that all boxes on the nomination form are completed.
- Double-check each question box. Did you include all of the specified information? Any question left unanswered or with incomplete information will negatively influence the scoring.)
- Check spelling and punctuation.
- Ask someone to proofread the nomination before submitting. (You may print the form using the "print" icon.)
- Attach supporting documentation (letters, newspaper articles, memos, etc.).

**Ready to submit a nomination? Click <https://awards.apointl.org/> to begin.**