

## NAIOP Wisconsin Awards

### Frequently Asked Questions (FAQs)

#### **SUBMITTING A NOMINATION:**

- **Who can make a nomination?**
  - o NAIOP Wisconsin members in good standing may nominate for any of the awards.
  
- **Where do I submit a nomination?**
  - o <https://www.naiop-wi.org/chapter-awards/>
  
- **Is there any cost to enter?**
  - o No – it's completely free to enter the NAIOP Wisconsin Awards.
  
- **Can I nominate myself or my own company?**
  - o We accept self-nominated and third party entries for both organizations and individuals.
  
- **How many submissions can be made for the same individual or organization?**
  - o There are no limits to how many unique submissions can be made by an individual or organization as long as they meet the eligibility requirements for the category.
  
- **Is my submission confidential?**
  - o Yes – all awards submissions are treated as highly confidential. Only the NAIOP Wisconsin Awards team and judging panel will view them.
  
- **Can I nominate multiple times within one category?**
  - o Absolutely! There are no limits to how many unique submissions can be made by an individual or organization as long as they meet the eligibility requirements for the category.
  
- **What happens after I submit?**
  - o Sit back and wait, in the meantime we will:
    - Review all submissions against the set criteria (if you've missed anything important, we'll contact you to clarify).
    - Send all submissions to the judging panel.
    - Winners will be announced at the Annual Meeting & Awards Program held February 2025. (Finalists may be announced in some categories).
  
- **Will I receive feedback from a submission?**
  - o No formal feedback will be provided on submissions.

- **How can I be sure you have received my entry?**
  - o You will receive a confirmation email acknowledging receipt of your entry. If you do not receive an email confirmation within 24 hours, please email NAIOP Wisconsin at [info@naiop-wi.org](mailto:info@naiop-wi.org).
- **Can I change my nomination entry?**
  - o If you wish to modify or correct an error in your submission, please contact NAIOP Wisconsin at [info@naiop-wi.org](mailto:info@naiop-wi.org).
- **Can I submit a project outside of Wisconsin?**
  - o Yes, as long as the developer is a Principal member of NAIOP Wisconsin.
- **Does the nominee have to be a NAIOP member?**
  - o With the exception of the NAIOP Wisconsin Thrive Award, nominees must be members of NAIOP Wisconsin. Contact Jim Villa at NAIOP if you have a question regarding a project, a member, or a company with members.
- **Does the NAIOP Wisconsin Awards nomination process have to be completed online?**
  - o Yes, the nomination must be completed and submitted via the online form.
- **May I nominate someone who won in previous years?**
  - o Awardees are ineligible for consideration for a period of three years after receiving an specific award. *(In other words, 2021 awardees are not eligible for nomination until the 2025 awards year.)* Past awardees can be considered for different awards than previously received.

## **JUDGES CRITERIA**

- **What is the criteria for winning each award?**
  - o Judges will evaluate nominations based on the criteria/questions listed in the nomination form.
- **Who selects the award winners?**
  - o Judges are selected from a pool of past NAIOP Wisconsin Board Presidents. Each one is asked to declare any interests they have such as former colleagues or employers so that the judging process is carried out fairly.

## **LOGISTICS:**

- **When are winners announced?**
  - o Winners will be announced at the Annual Meeting & Awards Program held February 2025. (Finalists may be announced in some categories).
- **I am unable to attend the awards ceremony, what happens if I win?**
  - o If you are unable to make the event, we will ask you to provide us with contact details of someone who could collect your award on your behalf if you win.
- **What if I have additional questions?**
  - o If you have any additional questions, contact NAIOP Wisconsin at 414-622-0006, or [info@naiop-wi.org](mailto:info@naiop-wi.org).