IEEE CSS non-paper Award Nomination Instructions:

CSS will be using the system based on PaperPlaza for nominations for the following non-paper awards:

- Antonio Ruberti Young Researcher Prize
- Control Systems Technology Award
- Transition to Practice Award
- Award for Technical Excellence in Aerospace Control

To nominate for an award, please follow the steps below:

Ensure both yourself, and anyone (up to 4 people) writing supporting letters, are registered users with PaperPlaza. In many cases, you will already have a PaperPlaza login and ID (PIN) from using CSS conferences or publications. If so, please use your existing ID.

(i)   Download the relevant nomination form: (see the relevant pages within https://www.ieeecss.org/awards/award-listing .)

(ii)   Once you have completed the nomination form, please go to awards.paperplaza.net

(iii)   From the awards nomination page, select the 'Submit a nomination to …' link

(iv)   From there, select the appropriate award/nomination by following the submit link in front of "{award name} – Nomination'"

(v)   Enter the PaperPlaza PIN of the Nominee and the PaperPlaza PIN of the Nominator and click on Next:

(vi)   Upload your completed nomination form (note that awards do not need to satisfy PDF compliance checks). The only requirement is that the PDF <u>must not</u> be password protected. Note that the optional supporting information is not required and will not be considered in assessing the nomination.

(vii)   Once you have uploaded the nomination form, go back to awards.paperplaza.net and follow the 'Login' link (below the Submit a nomination to …' that you previously selected).

In your workspace you will see a link 'Author or proposer of submission' that you select to "Send support requests and reminders for the nomination" where you can create the list of people you would like to invite to write reference letters and send out invitations. Invited people will receive an email from the server including a link to award site as well as code that invitees will need to use to link their support letter to your nomination package. If they do not receive this code, you can find it in your workspace under nomination title.