

## Recommendations for Completing the Lifetime Achievement Award Criteria Section

WIA highly recommends that the nominator take the time to review the specific criteria for the Lifetime Achievement Award and draft a nomination that provides responses to each of the specific level of criteria. For example, for the Lifetime Achievement Award, the criteria, to be weighted equally, is as follows:

- Noteworthy and exemplary contributions to aerospace and defense industry during a career spanning at least 25 years.
- Commitment to professional growth as demonstrated by career path and professional achievements.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

*Note: To encourage inclusivity, potential nominees that derive from the same organization as the immediate previous year's Lifetime Achievement Award winner are encouraged to wait at least one year to submit for consideration of this award. If you would like to see the list of past Lifetime Achievement Award winners, please click here: <https://www.womeninaerospace.org/events/awards/past.html>.*

A successful nomination will include a written statement that addresses accomplishments for the three points of criteria. The following lists the requirements for the written statement:

- Provide an overall reason for why this person should be nominated to receive the Lifetime Achievement Award
  - This will be limited to 1200 characters (about 200 words)
- Examples of Mentoring and Leadership experiences for consideration
  - This will be limited to 3500 characters (about 600 words)
- Bio of Individual
  - This will be limited to 3500 characters (about 600 words)

*The nominator should feel empowered to have full creative authority in drafting their nomination, provided the nomination stays within **the 1200-3500 character limit** for each requirement.*

***For Lifetime Achievement Award nomination submissions***, please note that the criteria and submission process listed below will be different from the rest of the WIA awards.

*To help you through the Lifetime Achievement Award nomination process, here are steps to complete the nomination:*

1. Before you begin the nomination process, please ensure that the nominee qualifies under the criteria for the award
2. Enter your information as the Nominator (*required*)
3. Enter the Nominee's information (*required*)
4. Select Lifetime Achievement Award from the dropdown box
5. Enter a citation exactly how it should appear on the award (*required - limit 180 characters*) – see examples of citations from last year's winners: <https://www.womeninaerospace.org/events/awards.html>
6. Provide a high-resolution Photo of the Nominee in JPeg format (*required*)
7. Provide an overall reason for why this person should be nominated to receive the Lifetime Achievement Award (*required - limit 1200 characters - about 200 words*)

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8. Provide examples of Mentoring and Leadership experiences for consideration (*required - limit 3500 characters - about 600 words*)
9. Provide a copy of the Nominee's bio as either a PDF or formatted text (*required - limit 3500 characters - about 600 words*)
10. Letters of recommendation are not needed, nor will be accepted for the Lifetime Achievement Award. Any recommendation letters received will not be reviewed as part of the award

**We recommend submitting your nomination as a pdf.**

PDFs to be submitted as one of the following versions:

- Acrobat 5 (PDF 1.4)
- Acrobat 4 (PDF 1.3)

**Please feel free to call the WIA Headquarters Office with questions**

**[Info@womeninaerospace.org](mailto:Info@womeninaerospace.org) 202-547-0229**

**Deadline for Award Nominations and Final Day to Make Changes in System: June 23, 2025**