

2008 EMPLOYEE INVOLVEMENT ASSOCIATION ANNUAL AWARDS

The Annual Awards Program recognizes employee involvement, engagement, and idea/suggestion programs, teams and individuals from organizations for outstanding achievement in the profession of ideas and suggestion systems management. **New this year: Green Idea of the Year.**

Presentation of awards will be made at the Employee Involvement Association's Annual Training, Networking and Awards Conference, 17 - 19 September 2008 in Orlando, Florida.

Each award winner will be recognized at the Annual Conference, in the EIA Newsletter, and on the EIA web site. A print press release will be provided for each recipient. Awards will be made in one or more of the Award Categories listed below.

Submission of an entry to the EIA Awards program includes permission to have the company's name noted in press releases about the award winners. Specific information about ideas or programs will not be included in the press release without the formal approval of the company submitting the entry.

EIA will acknowledge receipt of all entries.

All submissions are to be made electronically by e-mailing the nomination form, and supporting documentation. The forms are Acrobat forms, which are to be completed on your typewriter and saved to a new file name. Please name your file according to these examples:

Awardname-company-#.pdf
IOTY-BAESystems-1.pdf (Idea of the Year entry for BAE Systems – 1st entry)

The abbreviation for each award may be found on the page with the award description.

Submission addresses for all entries:

eia@meinet.com

The following addresses are to be used ONLY to send supporting documents that can NOT be submitted electronically:

 MAILING ADDRESS  COURIER ADDRESS

EIA	EIA
P O Box 2307	11 W Monument Avenue, Ste 510
Dayton OH 45401-2307	Dayton, OH 45402

Additional contact information for the
Employee Involvement Association:



 Phone	937.586.3724
 Fax	937.586.3699
 e-mail	eia@meinet.com
	www.eianet.org

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The Employee Involvement Association is opening up its prestigious idea of the year program to non-member companies. By participating in this program, an organization can:

- Garner international recognition for employees who are engaged in developing award-winning ideas that help their organizations increase productivity, and improve productivity
- Provide a showcase for employee innovation
- Benchmark your organization's efforts in a way to provide important information to further improve your employee involvement program

This program is a useful way to reward your company's suggesters on a national scale. Gold finalists are invited to attend the EIA Conference in Orlando, 17 - 19 September, 2008. While there, they have the opportunity to showcase their award-winning suggestion to the conference participants with a table-top display and to make a brief presentation to the judges. Bronze and Silver Finalists will be recognized at lunch on Thursday, 18 September and the top Ideas of the Year will be recognized at the Awards Event on Thursday evening.

Questions? Please contact EIA at 937.586.3724 or cia@meinet.com



THE EMPLOYEE INVOLVEMENT ASSOCIATION ANNUAL AWARDS

The Annual Awards Program recognizes outstanding achievement by individuals and organizations in all areas of employee involvement. All EIA members, both organizational and individual, are eligible. Members may nominate anyone within their organization, including themselves.

AWARD NOMINATION DEADLINES

All award nominations are due to the EIA office by midnight ET on 30 April 2008. **Please note! All forms are to be submitted electronically to EIA at eia@meinet.com.** To be considered for a Statistical Award, please submit your organization's statistical information no later than 28 February 2008. Go to www.eianet.org to access the statistical questionnaire.

Award Category	Award File name	Deadline
Statistical Awards		28 February 2008
Green Idea of the Year	GIOTY	30 April 2008
Idea of the Year	IOTY	30 April 2008
Team Idea	TeamIOTY	30 April 2008

EIA reserves the right to publicize the names of the winner(s) and company(ies) of each award in appropriate publications.

IMPORTANT! Once you have completed your nomination form, please save the form using this format: Award-CompanyName-#.pdf. If your company (example used is BAE Systems) is submitting more than one entry for each category, the first entry is IOTY-BAESystems-1.pdf; the second is IOTY-BAESystems-2.pdf, etc.

STATISTICAL AWARDS

DEADLINE: 28 FEBRUARY 2008

The Employee Involvement Association Statistical Awards recognize a company's program performance in a variety of employee involvement areas. These statistics allow companies to compare their program performance against other companies' programs at the group and national levels. Statistical Awards may be awarded for the following categories:

1. SEER (Savings Per 100 Eligible Employees)

- ◆ SEER AWARDS for Savings per Eligible Employee Ratio. This is calculated by taking Annual Net Savings Dollars divided by number of eligible employees.

2. Performance Excellence

- ◆ EIA presents Performance Achievement Awards to companies that have a high rate of participation (over 80%) or suggestions submitted per 100 employees is over 100.

ELIGIBILITY

- ◆ Any organization may submit their statistical information.

INSTRUCTIONS

- ◆ Complete the 2007 Statistical Questionnaire (the questionnaire is available on the EIA web site at www.eianet.org). Submission should be done on-line; a copy of the survey is available for printing and calculation prior to completion of the form.
- ◆ EIA requests that submitters read each question carefully and respond accurately.
- ◆ Statistical Questionnaires should be completed on-line. EIA is not responsible for errors.
- ◆ Statistical Questionnaire must be submitted prior to 28 February 2008.

CRITERIA

Statistical Awards are determined by the statistics submitted by the organization and are based on a computerized point system.

JUDGING

The 2008 Awards Committee will review all submittals and approve Awards prior to distribution of written announcements to the winners.

GREEN IDEA OF THE YEAR AWARD

DEADLINE: 30 APRIL 2008

The **Green** Idea of the Year Award recognizes the most significant ideas implemented by companies throughout the previous calendar year. This prestigious and rigorous competition seeks to recognize the originators of the best ideas and their organizations. **NEW this year** – this category is now open to non-members.

ELIGIBILITY

- ◆ Any organization that has a suggestion system or employee involvement program
- ◆ Any idea that was implemented during the year 2007.
- ◆ Finalists must be able to attend the Annual EIA Conference to present their idea to the judges. Team finalists must send at least one member to present the idea to the judges to be selected of winning idea.
- ◆ Gold finalists will be asked to present and staff a display during the EIA Conference demonstrating the idea and its implementation. Components of this display may be used during the Gold finalist judging at the EIA Conference.

INSTRUCTIONS

- ◆ Complete the 2008 **Green** Idea of the Year Competition Nomination form **Save your Acrobat file with the following name: GIOTY-CompanyName-#.pdf**
- ◆ Submit the **Green** Idea of the Year Competition Nomination form and any supporting documentation electronically.
- ◆ Supporting documentation is limited to 4 items and should be submitted in the same email.
- ◆ **Please be sure that no proprietary information is included in the nomination information**
- ◆ Multiple entries are permitted but should be emailed separately
- ◆ Entries must be submitted no later than midnight, 30 April 2008 to eia@meinet.com. EIA will acknowledge receipt of all entries

CRITERIA

- ◆ Clearly identify the problem and the solution
- ◆ Provide a succinct (35 words or less) summary of the idea
- ◆ List specific details of the idea that make it unique, significant, different, etc.
- ◆ List all benefits from the implemented idea:
 - ▶ Tangible / Intangible
 - ▶ Financial (must be supported with evidence)
- ◆ Identify which category(ies) this **Green** Idea of the Year achieved:
 - ▶ A reduction in the use of raw materials (as from recycling).
 - ▶ A reduction in the volume of by-products or wastes being generated.
 - ▶ A reduction or elimination in the toxicity of materials being used or the wastes being produced.
 - ▶ A reduction in the use of energy.
 - ▶ Benefits to the environment.

JUDGING A committee of independent judges will be evaluating each nomination based on points accumulated and how well documentation provided supports nomination criteria.

IDEA OF THE YEAR AWARD

DEADLINE: 30 APRIL 2008

The Idea of the Year Award recognizes the most significant ideas implemented by companies throughout the previous calendar year. This prestigious and rigorous competition seeks to recognize the originators of the best ideas and their organizations. **NEW this year** – this category is now open to non-members.

ELIGIBILITY

- ◆ Any organization that has a suggestion system or employee involvement program
- ◆ Any idea that was implemented during the year 2007
- ◆ Finalists must be able to attend the Annual EIA Conference to present their idea to the judges. Team finalists must send at least one member to present the idea to the judges to be selected of winning idea.
- ◆ Gold finalists will be asked to present and staff a display during the EIA Conference demonstrating the idea and its implementation. Components of this display may be used during the Gold finalist judging at the EIA Conference.

INSTRUCTIONS

- ◆ Complete the 2008 Idea of the Year Competition Nomination form **Save your Acrobat file with the following name: IOTY-CompanyName-#.pdf**
- ◆ Submit the Idea of the Year Competition Nomination form and any supporting documentation electronically.
- ◆ Supporting documentation is limited to 4 items and should be submitted in the same email.
- ◆ **Please be sure that no proprietary information is included in the nomination information**
- ◆ Multiple entries are permitted but should be emailed separately
- ◆ Entries must be submitted no later than midnight, 30 April 2008 to cia@meinet.com. EIA will acknowledge receipt of all entries

CRITERIA

- ◆ Clearly identify the problem and the solution
- ◆ Provide a succinct (35 words or less) summary of the idea
- ◆ List specific details of the idea that make it unique, significant, different, etc.
- ◆ List all benefits from the implemented idea:
 - ▶ Tangible
 - ▶ Intangible
 - ▶ Financial (must be supported with evidence)
 - ▶ Recurring

JUDGING

A committee of independent judges will be evaluating each nomination based on points accumulated and how well documentation provided supports nomination criteria.

TEAM IDEA OF THE YEAR

DEADLINE: 30 APRIL 2008

The Team Idea Competition Award recognizes the most significant team ideas implemented by organizational members throughout the previous calendar year. It is estimated that our member organizations receive numerous team ideas per year. This competition seeks to recognize the originators of the best and their organizations. **NEW this year** – this category is now open to non-members.

ELIGIBILITY

- ◆ Any organization that has a suggestion system or employee involvement program
- ◆ Any team (3 or more members) idea that was implemented during the year 2007. Gold finalists must be able to attend the Annual EIA Conference to present their idea to the judges. Team finalists must send at least one member to present the idea to the judges to be selected of winning team.
- ◆ Gold finalists will be asked to present and staff a display during the EIA Conference demonstrating the idea and its implementation. Components of this display may be used during the Gold finalist judging at the EIA Conference.

INSTRUCTIONS

- ◆ Complete the 2008 Idea of the Year Competition Nomination form. **Save your Acrobat file with the following name: TeamIOTY-CompanyName-#.pdf**
- ◆ Submit the Team Idea Competition Nomination form and any supporting documentation in the same email.
- ◆ Supporting documentation is limited to 4 items
- ◆ Multiple entries are permitted but should be submitted in separate e-mails
- ◆ Entries must be submitted no later than midnight on 30 April 2008

CRITERIA

- ◆ Clearly identify the team idea/suggestion and results
- ◆ Provide a succinct (35 words or less) summary of the idea
- ◆ List specific details of the team idea that make it unique, significant, different, etc.
- ◆ List all benefits from the implemented idea:
 - ▶ Tangible
 - ▶ Intangible (safety, quality, etc.)
 - ▶ Financial (must be supported with evidence)
 - ▶ Recurring

JUDGING

A committee of independent judges will be evaluating each nomination based on points accumulated and how well documentation provided supports nomination criteria



NON-MEMBER ENTRY PAYMENT FORM

This year, EIA is opening up the Idea of the Year, Team Idea of the Year and the new Green Idea of the Year competition to organizations that are not currently members of EIA. Any organization may submit one or more entries in each of these categories.

Organizations that are not currently members may either pay an entry fee for **each** entry submitted or join EIA and enjoy the membership benefit of submitting unlimited number of entries with no fees required.

If an organization chooses not to join EIA, this form should be used to submit payment for the \$50 entry fee for **each** entry submitted.

Organization _____

Person submitting payment _____

List your entry file names here covered by this payment form: (refer to instructions)

___ x \$50 = \$_____ (Total due)

Entry fee \$50 for **each** entry

Method of Payment

FIN for voucher use only: 54-1667597

Payment enclosed. Please make checks payable to: EIA

Please charge my credit card: Master Card Visa Business Personal

Person's name on card _____

_____ Exp ____/____

Signature _____



Mail payment form and all payments to:
EIA, P O Box 2307,
Dayton, OH 45401-2307



Address for express mail only:
11 West Monument Ave, Ste 510
Dayton, OH 45402-1233



Fax entry form to:
937.586.3699



For further information call:
937.586.3724