



## **2026 ACEC Young Professional of the Year Award**

### **Nomination Packet Assembly & Submission Instructions**

To ensure that all nomination materials are complete and properly organized, please follow the steps below carefully before submission. Incomplete or improperly labeled packets may delay reviewing or be disqualified.

#### **I. Assemble the Nomination Packet**

Your submission must include three main parts, submitted simultaneously:

##### **Part 1: Member Organization (MO) Forms**

- MO Contact Information and Certification
- Submission Checklist (confirming all components are included)

##### **Part 2: Nominee Forms**

- Nominee Information
- Publicity & Release Form (including finalist recognition details and consent)

##### **Part 3: Supporting Documents**

- All required essays, statements, and supplemental responses (submitted as a single combined PDF) with each document clearly labeled with the nominee's name and section title.

##### **File Naming Standards**

To help ensure proper tracking, please name your files clearly and consistently using the following format:

**[State]YP[NomineeLastName]\_[Section Part]\_[SectionTitle]**

##### **Examples:**

- Colorado\_YP\_Garcia\_Part1\_MOForm.pdf
- Colorado\_YP\_Garcia\_Part2\_NomineeForm.pdf

- Colorado\_YP\_Garcia\_Part3\_SupportingDocuments.pdf

## II. Submit Electronically

You may submit the packet in one of two ways:

### Option A — Email Submission

- Attach all files (or a single ZIP file) and send to: Megan Thrift, ACEC National Staff [mthrift@acec.org](mailto:mthrift@acec.org)
- Email Subject Line: 2026 YP Nomination – [State] – [Nominee Last Name]

### Option B — Shared Folder Upload

- Upload the folder or files to your MO's designated cloud-sharing platform (SharePoint, Dropbox, Google Drive, etc.)
- Then email a share link to: Megan Thrift, ACEC National Staff [mthrift@acec.org](mailto:mthrift@acec.org)
- Email Subject Line: 2026 YP Nomination – [State] – [Nominee Last Name]
- Note: Ensure the sharing permissions allow ACEC to download all files without requiring additional access requests.

## III. Submission Deadline

All nominations must be received by ACEC no later than: **11:59 p.m. (ET) on Friday, May 15, 2026**

Late or incomplete submissions may not be accepted.

## IV. Confirmation of Receipt

After submission:

- ACEC will confirm receipt with the **MO contact listed** in Part 1.
- If confirmation is not received within **two business days**, please reach out to verify.