



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
- 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
- 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, June 19, 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.