

# Top Employer Award

## NOMINATION GENERAL INSTRUCTIONS

Thank you for your interest in submitting a nomination to celebrate expertise and leadership within the environmental sector. This form details the information required for submission as well as the general terms and conditions of your nomination.

### ALL NOMINATIONS MUST INCLUDE THE FOLLOWING:

1. Completion of the Award Nomination Form (pgs. 3-4 of this document); and
2. A 3-5-minute video detailing the work your organization is doing and/or the project you intend to highlight in your nomination (see pg. 4 below for guidelines on video submission).

Submit your nomination form to [impactawards@eco.ca](mailto:impactawards@eco.ca), after which you will receive an invitation to upload your video to our SharePoint website.

Thank you,

ECO Impact Awards Committee



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## TERMS AND CONDITIONS

### NOMINATION RULES

1. The organization must not be nominated for the Community Impact Award.
2. The organization must employ at least one certified member (EP Auditor, EP, or EPt). Unsure if your company has an EP on staff? Check our public roster, or reach out to [impactawards@eco.ca](mailto:impactawards@eco.ca).
3. Employees of nominated organizations are not eligible to vote.

### SUBMISSION EVALUATION PROCESS

1. Once you have completed the nomination form and your video in full, e-mail your submission to [impactawards@eco.ca](mailto:impactawards@eco.ca).
2. The ECO Canada Impact Awards Nomination Committee will review all submissions to ensure eligibility.
3. A maximum of 6 finalists will be determined by the Nomination Committee.
4. Finalist submission bios and videos will be shared and available for public voting leading up to the ECO Impact event to determine the recipient.

## NAME OF PERSON(S) / ORGANIZATION SUBMITTING

First Name

Last Name

Email

Phone

Date of Submission

Job Title & Organization

City & Province

Organization Size

Organization Industry

## ORGANIZATIONAL BIO

Please provide a brief bio (under 250 words) of your organization (vision/mission, the work your organization does).

## PROJECT SUMMARY

Be sure to highlight the project/your organization and try to limit your summary to 750 words.

The following information must be included:

- Details of how the organization aligns with ECO Canada's values of being a steward for the Canadian environmental workforce to promote and drive responsible, sustainable economic growth while also ensuring environmental care and best practice is a priority.
- Demonstration of the impact of the organization's work to the sector.
- Description of the value of having EP members on staff and what it brings to the organization.

## VIDEO SUBMISSION GUIDELINES

All Top Employer submissions require a short video outlining the contributions of your organization, or a specific project your organization has done. The video should be 3-5 minutes in length. Remember: the video will be the primary source for the public to vote on your submission.

### HERE ARE SOME HELPFUL TIPS:

- Native video is OK. You do not need to have a professional video created for the submission, but you do have to put some effort into the video to highlight your project in the best possible way and wow the nomination committee, and hopefully the public voters.
- **Presentation:** Position/focus the video camera such that it records you at approximately waist level; no more, no less. We will crop the video as necessary.
- **Delivery:** Speak clearly, at an adequate volume (not shouting, but with a strong voice), and make good eye contact with the camera. If possible, memorize what you are saying or be able to speak off the cuff in a professional manner. (Note: record for at least 5 seconds – looking into the camera – before and after you speak.)
- **Filming:** Video should be shot against a white or single-colour background if possible (you should have a white/uni-colour wall somewhere in your office). If the camera is not stationary, (tripod is recommended), the camera operator must maintain a still position. Most newer cameras have image stabilization, which should minimize issues. (Note: Record a couple of tests to ensure adequate lighting and sound.)
- Video taken of your project work would be ideal. If filming outside, try to pick a non-windy day or use headphones if recording on a smartphone to minimize external noise.
- Having a second person to record while you present your project is also a great way to showcase your work.
- **General video specs:** Make sure to record in high-definition video (1920 x 1080); if you have an HD camera and it is set to shoot video at 1080p, you will be fine.
- **Video orientation:** Record video in landscape mode.
- **Saving your video:** To extract the video, connect the camera to your computer and using your camera's software (which you should have installed on your computer), save the file as an .MP4, .MPEG, .AVI, or .MOV file (your software may have any or all of these options depending on whether you are using Mac or PC).

