

## **ACM Distinguished Contribution Award Committee**

The ACM Distinguished Contribution Award Committee (DCAC) comprises of the last three recent DCA recipients. The DCAC is made up of the nomination chair (outgoing DCAC member), the committee chair (before last DCA recipient), and an incoming member (last DCA recipient). Only these three members are voting.

The DCAC is supported by the last outgoing DCAC member, who serves in the role of the nomination recruiter. The nomination recruiter is not a member of the DCAC. The nomination recruiter works closely with the nomination chair to ensure that all nominations are received and validated.

### **Roles**

The **nomination recruiter** addresses the M&S community to make them aware of the opportunity to nominate eligible community members for the DCA.

The **nomination chair** receives the nomination packages for nominees for this award. The nomination package is augmented by nominations received over the last two years that were not selected for the award. If this is the case, the nomination chair contacts the nominators from earlier year offering to update the nomination. The nomination chair provides a package with all valid nominations to the DCAC.

The **committee chair** is responsible for the overall conduction of the election. This starts with ensuring that the call for nomination goes out to the community in an updated form. Once the nomination packages are prepared, the committee chair distributes the nomination packages and calls for a DCAC meeting in which the DCAC under the lead of the committee chair decides if one of the candidates will receive the award. The committee chair reports the result to the ACM SIGSIM Chair, the WSC General Chair, and the ACM SIGSIM HQ point of contact, ensuring that the right information is provided to

- Update the ACM SIGSIM website listing the DCA recipients,
- Announce the award during the plenary of the WSC, and
- Produce a plaque for the recipient and arrange the transfer of the honorarium.

The incoming member has no special assignments beside participating in the election of the DCA recipient during the DCAC meeting.

### **Rules**

Members of DCAC shall abstain from nominating or endorsing nominees during their tenure.

If no candidate is selected, the DCAC as well as the nomination recruiter remain in their roles for another year. If a candidate is selected, the nomination recruiter is dismissed, the nomination chair leaves the DCAC and becomes the new nomination recruiter, the committee chair becomes the new nomination chair, the member becomes the new committee chair, and the DCA recipient joins the DCAC as the incoming member.

### **Timeline**

The committee chair is responsible to update all deadlines accordingly.

When	What
Immediately when taking over after the last WSC	Update of the website with new DCAC members, new deadlines, etc.
May to September	Recruiting additional nomination. Finding potential awardees and supporters to provide the required inputs for the committee
September	Sending a Call for nominations to the ACM email list.
Middle of October	Deadline to receive nominations
End of October	DCAC meets to decide if someone and who receives the annual DCA
Early November	Contact recipient for acceptance Notify ACM SIG HQ regarding honorarium and plaque Notify WSC GC

### Example of a Call for Nomination

ACM SIGSIM is soliciting nominations for the **20XX ACM SIGSIM Distinguished Contributions Award**, to be presented at the **20XX Winter Simulation Conference** to be held on December **XX-XX, 20XX**. Nominations should be based on the nominee's overall contributions to the field of M&S, including technical innovations, publications, leadership, teaching, mentoring, and service to the community. Any member of the M&S community can submit a nomination by sending a nomination letter to the awards committee. Nominations should be received by [deadline], highlighting the nominee's contributions in several of the following areas:

1. Technical contributions through scholarly publications appearing in archival journals, conference proceedings, books or monographs that have had an impact on producing new knowledge or improving the practice of M&S.
2. Editorial responsibilities for M&S publications, such as department editor, area editor, or editor-in-chief.
3. Conference management responsibilities for M&S related conferences, including program chair, proceedings editor, general chair, or organizing committee.
4. Significant contributions in M&S education, including teaching of M&S subjects and/or the development of students who have made notable contributions to the discipline of M&S themselves.
5. Contributions in the mentoring of colleagues or co-workers to advance the practice and recognition of M&S within an organization or the public domain.
6. Service via elected offices in SIGSIM and/or other M&S societies.

In addition to the nomination letter, the submission must include the CV of the nominee and at least two support letters substantiating the qualifications of the nominee.

An unsuccessful nomination shall be considered for the Award in the two years following the initial submission, and revisions of the nomination letter, support letters, and nominee's CV are permitted.

SIGSIM Distinguished Contributions Award Committee 20XX are:

- [list of members]

Please send completed nominations, i.e., nomination letter, candidates resume, and at least two support letters, to [email].