Background

Southeastern Electric Exchange’s Industry Excellence Awards Program provides member companies with an opportunity to receive industry recognition for their success in implementing projects. While all projects are already recognized for their success by their respective companies, S.E.E. industry experts evaluate and identify a select few for special recognition at Annual Conference each year.

Last year, 13 companies submitted 36 project entries for award consideration. Industry Excellence Award judges were very pleased with the continued quality of projects that were submitted. It provided them with a great challenge to select the top project in each of the award categories.

Southeastern Electric Exchange would like to thank the following companies for submitting entries for the 2017 awards!

- Baltimore Gas & Electric
- ComED
- Dayton Power & Light
- Dominion Energy
- Duke Energy
- Entergy Corporation
- Florida Power & Light
- Florida Public Utilities
- Georgia Power
- PPL Electric Utilities
- South Carolina Electric & Gas
- Southern Company
- Tampa Electric
- Georgia Power

Please consider the various projects your organization has already completed or will be completing by the end of 2017. If you would like to submit them for awards consideration, carefully review the following Awards Criteria and develop an entry that addresses all categories and meets the minimum requirements for consideration.

All entries must be received no later than Wednesday, December 6, 2017 in S.E.E.’s office in Atlanta, Georgia as described in the Contest Rules.

If you have any questions or need any additional guidance, please do not hesitate to contact me or our staff prior to entry deadline. Thank you in advance for your award entry and best wishes to you, your project team and company in the coming year!

Anita M. Wilson
Assistant Director
Southeastern Electric Exchange, Inc.
30% - Achievement
Provide goals or expected results of the project or program and indicate what results were achieved. State what obstacles were encountered and how they were overcome or met. Provide the percent reduction achieved in OSHA or DART rate from the previous year. Discuss how many man hours have been worked without a lost work case and how this compares to the previous year. Provide any additional achievements that have been realized and worthy to note.

20% - Innovation
Describe how this program or project is original, promotes change, demonstrates improvement and pursues excellence in any or all of the following areas.
- Applications (software)
- Culture (employee survey results)
- Design
- Employee Involvement
- Hazard Recognition
- Leading Metrics
- Operations
- Processes (behavior-based)

20% - Improvements
Describe what improvements were achieved in current performance or standards in any or all of the following areas. Summarize how these were planned or stated in the original goals or expected results and describe how they were incorporated into the design process.
- Efficiency
- Financial Performance
- Health/Wellness
- Operations/Maintenance/Construction
- Productivity
- Risk Management
- Safety

20% - Requirements
Describe how the requirements or expectations of any of the following groups were met or exceeded by this safety program or project. Describe how and to what extent stakeholders have benefitted from the program or project.
- Company
- Employee
- Industry
- Public
- Regulator

10% - Technical Complexity
Describe the relative complexity of this safety program or project. Provide information on how and why the program or project would be viewed as technically complex.
CONTEST RULES

1. Entries must address all of the criteria for the respective category entered.

2. Entries may be submitted anytime during the year up to the deadline.

3. Entries must be received at the S.E.E. office no later than Wednesday, December 6, 2017.

4. Entries must be submitted in duplicate hard copy (two complete and identical copies) along with an electronic copy on CD (CD should contain Completed Entry Form, Executive Summary and Description as Word documents, as well as photos or any other supporting files).

5. Only S.E.E. member companies are eligible to submit an entry.

6. No project or part of a project which has previously been a winner may be submitted.

7. Only programs or projects fully implemented or completed in 2016 or 2017 are eligible (January 1, 2016 to December 31, 2017).

8. Previously submitted projects which did not win, may be resubmitted if they are still applicable under Contest Rule # 7.

9. Entries must be for actual programs or projects that have been fully implemented or completed. No “proposed” programs or projects will be accepted.

10. Entries must detail programs or projects initiated by the submitting member company. These programs or projects must be the result of work performed by member company personnel. While some supplemental work (such as environmental impact, construction labor, etc.) may be done by consultants or contractors, it is the intent that this award honor work primarily performed by member company personnel rather than cases where member company personnel acted as a project manager.

11. An entry may be submitted in one category only. Submission of the same entry in multiple categories is not permitted.

12. Projects submitted via email will not be accepted.
HOW TO ENTER

PROJECT FORMAT

1. The project entry is to be presented using the 2018 S.E.E. Industry Excellence Awards Project Summary Form (six page word document).

2. The entire Project Summary Form should be single-sided (printed on one-side of page only).

3. Use 1.25 inch margins all around page.

4. Use ARIAL 11-point font.

5. The 2018 Awards Entry Form should appear as the cover of the Project Summary Form.

6. All entries must include the following:
   a) The 2018 CONTEST ENTRY FORM (included as last page of this package; or available as a downloadable Word document at http://www.theexchange.org/awards.html)
   b) An EXECUTIVE SUMMARY of the program or project – not to exceed one page – appropriate for distribution to general public. Complete on page 1 of 6 on Project Summary Forms. Note: should your project be among the winning entries, S.E.E. will publish this executive summary along with other winning entries in the Annual Conference Program, distributed to all attendees.
   a) PROJECT DESCRIPTIONS on separate form pages for each award criteria area, not to exceed five (5) pages. The Project Descriptions should elaborate on how the program or project meets the Project Awards Criteria and provide a clear description of the involvement of the member company in the program or project. Complete on pages 2 of 6 on Project Summary Forms.
   b) OPTIONAL: Each entry MAY include up to eight (8) supporting documents, including:
      (1) CD video (limited to ten minutes) – only one per entry.
      (2) PowerPoint file of up to 20 slides - only one PPT file per entry – submit on CD.
      (3) Engineering drawings, sketches, tables, charts, calculations – formatted up to two per page.
      (4) Pamphlets or brochures – only one per entry.
      (5) Photographs – up to 20 – formatted up to two per page.

PROJECT SUBMISSION
Send two (2) complete hard copies with (2) complete copies of all attachments as well as (1) CD containing all project documents as described above to the address below by or before Wednesday, December 6, 2017.

Kendra Cutno - Southeastern Electric Exchange
2970 Peachtree Road, NW, Suite 750 ~ Atlanta, GA 30305-2116
404-233-1188
FOR WINNING ENTRIES ONLY

MATERIALS FOR CEREMONY VIDEO MONTAGE – NEW: FOR WINNING ENTRIES ONLY

Should your program or project be selected for recognition at the 2018 Annual Conference & Trade Show, S.E.E. will require the following materials be provided no later than March 16, 2018. These materials will be used to produce the Ceremony Video that will be shown at the General Session on Wednesday, June 27, 2018. The video program consists of a professional voiceover which describes your project, while representative project visuals are projected on screen and accompanied by your recommended music selection.

Please provide the following to S.E.E. on CD no later than Friday, March 16, 2018.

1. **Brief Project Description for Voiceover** – A brief summary of your program or project (about 4-5 lines or 30 seconds for spoken text) that focuses on challenges, accomplishments, and benefits of the completed project. This will be read by a professional voiceover artist as the project visuals are projected on screen.

2. **Project Visuals** – Up to 20 individual photos, charts, diagrams, animations, video or PowerPoint slides that would visually portray your project to the audience as the voiceover is being read.

   *Acceptable Formats for visuals:*
   - Resolution: minimum of 640x480 dpi
   - Video: High Definition video preferred but will accept any digital video format.
   - Photos/Art: TIF, JPEG, EPS, Illustrator, etc.

3. **Team Photos** – photo(s) of the actual team involved in making this project happen as well as a photo(s) of the persons accepting the award.

4. **Preferred Music** – have a song that you think fits your project? Feel free to suggest it; otherwise the producer will make the needed selections.
EXPECTATIONS OF WINNERS AND RECOGNITION

EXPECTATIONS OF WINNERS

1. At least one team member must be present at the General Session of the 2018 S.E.E. Annual Conference and Trade Show (Wednesday, June 27, 2018 ~ Hyatt Regency in Orlando, Florida) to accept the Award and represent his company and team for the winning project. To assist companies with providing representation, S.E.E. provides two complimentary conference registrations for each award winning project. Other team members are welcome to attend and should pre-register at the published S.E.E. Member conference registration fee.

2. A team member from each winning project should be available to give a presentation (if requested) during the corresponding breakout session at the 2018 S.E.E. Annual Conference and Trade Show (All breakout sessions take place on Thursday (June 28th) and Friday (June 29th) of the conference).

3. S.E.E. will utilize the materials submitted with winning projects for the Video Montage (as described above) that will be produced and presented at the General Session. S.E.E.’s goal is to visually present winning projects in the best way possible and we rely on the information project winners provide us.

RECOGNITION

1. S.E.E. provides two (2) Complimentary Conference Registrations for each award winning project. If additional award recipients plan to attend the conference, applicable registration fees will apply.

2. One award will be presented for each winning project during the General Session of the 2018 S.E.E. Annual Conference and Trade Show.

3. A professional video montage that highlights each winning project will be produced and shown during the 2018 S.E.E. Annual Conference and Trade Show.

4. The Executive Summary and project photos (or other descriptive visual) of each winning project will be included in a full-color brochure distributed to all Conference attendees.

5. A professional photo session will be held on-site at the conference. Prints will be made available after the conference for personal use or in company newsletters, trade publications, etc.

6. Logo lapel pins will be provided for all team members named on the Entry Form of each winning project.
GENERAL INFORMATION

1. S.E.E. will acknowledge, via email, receipt of all entries.

2. SEE will review entries for adherence to submission criteria and rules of entry. Entries not meeting requirements will not be accepted for competition.

3. Winning programs or projects will be awarded one Lucite award inscribed with the project title, category, company name, and the names of the individuals involved in the project as listed on the originally submitted entry form. S.E.E. will not be responsible for the cost of replacement Lucites to add or change names omitted from or incorrectly submitted on original entry form.

4. Winners will have the opportunity to order additional copies of the award at its base cost plus shipping.

5. Entries will not be returned to the person or company submitting them.

6. Contest judges are selected by Southeastern Electric Exchange in consultation with the current chairmen of the Engineering and Operations Executive Committee.

7. S.E.E. reserves the right to use and/or republish executive summaries, photographs or other content in the Annual Conference Program which will be distributed to all attendees.