



**IEM'S AWARD  
FOR CONTRIBUTION TO THE ENGINEERING INDUSTRY  
IN MALAYSIA**

**INDUSTRY AWARD TIMELINE 2025**

**(Dear Nominee/companies – please follow the timeline given to ease the process for Organising Committee and Secretariat)**

NO.	ACTIONS	DEADLINE/S
1.	<b>INDUSTRY AWARD NOMINATION FORM MUST BE PROPOSED &amp; APPROVED BEFORE SUBMISSION TO IEM'S SECRETARIAT.</b>	<b>Period to accept 'Nomination Form' from 20 November 2024 – 20 January 2025 (2 months)</b>
	TDs, SIGs, SECTIONs to NOMINATE and to GET APPROVAL at their own meeting or via whatsapp. PIC to keep track on the submission of the form. <b>Period of submission from 20 Nov 2024 – 20 Jan 2025</b>	TDs & SIGs to Action
	<b>PIC/Nominees need to inform the company/s being nominated on criteria to purchase table categories which is DIAMOND/PLATINUM TABLE if they are selected as the winner. All guidelines are stated in the 1<sup>st</sup> page of the nomination form and nominated companies are to comply with this term.</b>	PIC & Nominee to take note on Guideline as a 'winner'
2.	<b>COMPLETE NOMINATION FORM RECEIVED BY SECRETARIAT</b> PROPOSER to ensure that the Nominee submitted full info and complete details as requested in the Form (info/ details to be submitted in one file to the Secretariat).	<b>Period to accept 'Nomination Form' from 20 November 2024 – 20 January 2025</b>
3.	<b>NOMINATION CLOSED.</b> Any <b>INCOMPLETE</b> Nomination, will be taken as <b>NULL and VOID.</b>	<b>20 JANUARY 2025 (before 2.00 pm)</b>
4.	<b>DOCUMENTS CHECKING PROCESS BY THE SECRETARIAT</b> Secretariat to compile & check.	<b>21 – 24 January 2025 (4 days)</b>

5.	<b>EVALUATION PROCESS FROM IEM SECRETARIAT TO JUDGES (TDs, SIGs)</b>	<b>27 January 2025 – 07 February 2025 (10 days)</b>
	Judging Process > upon received EMAIL on the Industry Award Forms together with the Evaluation Forms from IEM Secretariat (by 27 January 2025).  TDs, SIG involved to Evaluate the Nomination Forms Received)	Take Note of Public Holidays : 29 – 30 Jan / 01 Feb
	<ul style="list-style-type: none"> <li>✓ Evaluation Committee Members shall comprise from the TDs, SIGs, SECTIONS. Listing based on award categories – already assigned.</li> <li>✓ External Evaluation Committee (1 person) (to be invited if necessary, ONLY)</li> </ul>	Info
6.	<b>EVALUATION FORM SUBMISSION TO SECRETARIAT</b> EVALUATION COMMITTEE (TDs, SIGs) to SUBMIT the Evaluation Form to the Secretariat for Final Compiling.	<b>10 – 14 February 2025 (05 Days)</b> <b>(deadline 14 Feb @ 2.00 pm)</b>
7.	<b>RESULT AND CALCULATION PROCESS</b> To be prepared by ACT's Secretariat once received all results from JUDGES	<b>17 – 21 February 2025 (05 Days)</b> <b>(deadline 21 Feb @ 2.00 pm)</b>
8.	<b>FINAL RESULT – TO COMMITTEE MEMBERS</b>	<b>24 – 25 February 2025</b>
	Result to be sent to <ul style="list-style-type: none"> <li>✓ Evaluation Committee for Info</li> <li>✓ Tabled to Annual Dinner Organising Committee</li> </ul>	<b>24 – 26 February 2025 / (or at the date of meeting)</b>
9.	<b>CONSENTING PROCESS</b> – Submission to Excomm first <ul style="list-style-type: none"> <li>✓ Result to for Excomm consent via email CIRCULATION or at EXCOMM Meeting</li> <li>✓ IF NO PROTEST – After Excomm Meeting, award letter shall be prepared &amp; sent to the WINNERS</li> </ul>	<b>27 February 2025</b> <b>Excomm Meeting – 02 March 2025</b>
10.	<b>ANNOUNCEMENT TO THE WINNERS</b>	
	<b>Winners (of all awards categories) shall be informed via official letter from IEM. Award Letter shall be signed by the President.</b>	<b>Preparation of letter &amp; President's signature &gt; 04 – 07 March 2025</b>
11.	Below will be documents/items required from ALL AWARD WINNER/s.	

No.	Items Required	SUBMIT DEADLINE
(i)	Request to purchase DIAMOND/PLATINUM TABLE Category Only as per Guideline. Table booking form needs early confirmation due to allocation of tables categories.	15 March 2025
(ii)	Company Citation for Program Book (200 – 250 words)	15 March 2025
(iii)	Company Logo (AI or higher resolution) for any printed materials	15 March 2025
(iv)	Submit Name of Representative to receive the Award on stage (Full name & Title + Position)	Earliest – by 31 Mac Latest – by 05 April
(v)	Your Company’s Corporate video (maximum 3 minutes only)	Earliest – by 31 Mac Latest – by 05 April
No result shall be announced to ACT Committee until the day of the <u>66<sup>th</sup> AD – 19 April 2025.</u>		<b>All above to be READY before ANNUAL DINNER 10 April 2025)</b>