

AIAA
Meshing, Visualization, and Computational Environments Technical Committee
Awards Committee Procedures

Awards Committee

The AIAA honors outstanding technical and non-technical accomplishments by its members through an awards structure. A manual on the various awards of the AIAA and nomination procedures may be found at <http://www.aiaa.org/membership>. The MVCE TC assists the AIAA in this effort by recommending recipients for the Meshing Visualization and Computational Environments Best Paper Award given for a specific paper presented at an MVCE TC sponsored or co-sponsored AIAA conference in the previous year. The MVCE TC also presents its own internal Service Award to selected members to recognize their contributions toward achieving the goals of the MVCE TC. The Awards Committee of the MVCE TC handles each award function.

The Awards committee shall consist of a minimum of three members of the MVCE TC. Session chairs of MVCE TC sponsored sessions automatically become members of the Awards committee for the year in which they are a session chair unless during that year they are an author or co-author of a paper nominated for the MVCE TC Best Paper Award. Additional members of the Awards committee shall be elected at the MVCE TC meeting held in conjunction with the AIAA Aerospace Sciences Conference.

Best Paper Award

Recommendations for the Best Paper Award, are evaluated by the Awards Committee. The Awards Committee is empowered to make the best paper selection. The committee may solicit additional reviewers from the TC as it sees fit.

Nominations for the MVCE TC Best Paper Award can be submitted by any member of MVCE TC. Papers presented at a MVCE TC sponsored session in an AIAA conference during the year preceding the award are eligible for nomination. Typically, nominations come from sessions at the Aerospace Sciences Conference and the summer conferences. Each nominated paper will be evaluated by one reviewer using the Sample Evaluation Form found in Appendix A. Papers are evaluated on technical content, originality, importance to the field, clarity/prose, and graphical content.. The 5 papers receiving the highest evaluation score will become finalists for the Best Paper Award. Each of the finalist papers will be evaluated by a minimum of 3 reviewers. The Best Paper Award selection will be made by the Awards Committee based on the finalist evaluations. This award is presented at the MVCE TC Meeting at the Aerospace Sciences Conference.

The timeline for the Best Paper Selection Process is:

January-March

Awards Committee Chair makes nomination forms available (See Appendix A) and collects nominations from MVCE TC members.

March

Awards Committee Chair acquires copies of nominated papers from the Aerospace Sciences Meeting and disseminates them to the Committee members and other reviewers, as needed, together with evaluation forms (See Appendix B).

June-August

Awards Committee Chair makes nomination forms available and collects nominations from MVCE TC TC members.

August

Awards Committee Chair acquires copies of nominated papers from the summer meetings and any additional papers nominated from the Aerospace Sciences Meeting and disseminates them to the Awards Committee members and other reviewers together with evaluation forms.

September

Awards Committee Chair tallies the evaluation results and identifies the 5 finalist papers. Each of the finalist papers are disseminated to three reviewers together with evaluation forms.

November

Awards Committee Chair receives finalist paper evaluations from reviewers, tallies the results, confers with the committee, reaches a consensus, and communicates that decision to the MVCE TC Chair who then notifies AIAA Headquarters.

January

Awards Committee coordinates presentation of the MVCE TC Best Paper Award at the MVCE TC meeting. The MVCE TC Chair presents the award.

MVCE TC Service Award

This award is given to members who demonstrate outstanding service towards achieving one (or more) of the goals of the MVCE TC. The award consists of a citation that suitably identifies the specific nature of the contribution or accomplishment. The award shall include a letter of appreciation for this service to the supervisor of the recipient. The award(s) will be presented by the TC Chair at the TC Meeting each year.

Nominations(s) for the award come from any member of the TC, including the TC Chair. The Awards Committee shall have responsibility to consider all nominations, and, in the absence of nominations, to consider whether any TC members should be considered for the award. The Awards Committee shall then be empowered to select the winner(s) and announce to the TC Chair.

Appendix A: Sample Best Paper Nomination Form

AIAA Meshing Visualization and Computational Environments TC

Best Paper Nomination Form: Aerospace Sciences 2005

Completed forms to be emailed or faxed to the MVCE Awards Committee Chairperson

AIAA Paper Number:

Authors:

Title:

AIAA Conference and Session:

Nominating Member:

Appendix B: Sample Best Paper Evaluation Form

AIAA Meshing Visualization and Computational Environments TC

Best Paper Evaluation Form: Aerospace Sciences 2005

Completed forms to be emailed or faxed to the MVCE Awards Committee Chairperson

AIAA Paper Number:

Authors:

Title:

Score Area	Score	Max Possible
Technical Content	_____	20
Originality	_____	20
Importance to Field	_____	20
Clarity/Prose	_____	20
Graphical Content	_____	20
Other: _____	_____	_____
Final Score	_____	100(+)

Ranking (optional)

Of all the papers I reviewed in this competition, I rank this paper as number _____ out of 20 (1=best).

Comments:

Reviewer Name: