

C&C Prize Candidate Nomination Guidelines

1. Awarding of Individual and Team Prizes

Starting in fiscal year 2024, the C&C Prize will continue to honor up to three individuals per prize as done previously, while also introducing a category to recognize a single team for each prize. Any given prize must go to either up to three individuals or one team, not a combination of both.

(1) Individual prize

This prize is awarded to individuals who have made significant contributions, either directly or in a leadership role, to the achievement being recognized. When multiple people contributed to the achievement, up to three individuals may be honored with one prize. Each recipient is given a certificate, a plaque, and a cash award that will be evenly distributed among the recipients.

(2) Team prize

This prize is awarded to a team whose members have effectively worked together to reach common goals, drawing on each member's strengths to achieve significant milestones that merit this recognition. Up to 10 key team members who have made significant contributions will be recognized by name in conjunction with their team's designation. The team will receive an award certificate, a plaque, and a cash award that will be evenly distributed among key team members. At the C&C Prize Ceremony, three team members will be invited as representatives to accept the certificate and prizes on behalf of their team.

2. How to Complete the Nomination Form

(1) Selecting the correct form

For individual nominees: Use the "C&C Prize Candidate Nomination Form."

If nominating multiple candidates for the same prize, submit one form per candidate and enter the same prize title on each form.

For team nominees: Use the "C&C Prize Candidate Team Nomination Form"

Fill out all required fields on the selected nomination form (individual or team) and submit it.

(2) Filling out the "C&C Prize Candidate Nomination Form" for recognizing individuals

Fill in the framed entry fields for each section of the nomination form. Do not

write outside the entry fields or alter the form itself.

- (1) Date received, Receipt number, Reference number
This field is for office use only. Please leave it blank.
- (2) Candidate
Enter the candidate's full name, katakana spelling of name, affiliation, and job title/position.
- (3) Title of achievement
Enter a title that clearly summarizes the achievement of the candidate. If you are nominating multiple candidates for one prize, use the same achievement title in the "Title of Achievement" section on each individual nomination form.
- (4) Reason for nomination
Describe the achievement of the candidate and your reason for nominating them.
If you are nominating multiple candidates for one award, describe in each nomination form the overall achievement and each candidate's individual contribution, as well your reason for nominating them for the C&C Prize.
- (5) List of achievements
Provide a list of the important academic papers, patents, books, and other publications related to the candidate's achievement.
- (6) Background
Enter background information on the candidate.
- (7) Award history
Enter the major awards and honors that have been received by the candidate.
- (8) Contact information for the candidate
Provide the candidate's contact information (address, email, phone number) so we can reach them if needed. We will use these details to contact the candidates regarding any inquiries.
- (9) Contact information for the nominator
Enter the nominator's full name, katakana spelling of name, affiliation, job title/position, contact information (address, email, phone number), and relationship to the candidate. If there are multiple nominators, copy the "Contact information for the nominator" section, paste it into a Word document, fill in the required details for each additional nominator, and submit it as an attachment to the nomination form.

(3) Filling Out the "C&C Prize Candidate Team Nomination Form" for recognizing a team

Fill in the framed entry fields for each section of the nomination form. Do not write outside the entry fields or alter the form itself.

- (1) Date received, Receipt number, Reference number
Leave this field blank.
- (2) Candidate team
Enter the name and affiliation of the candidate team.
- (3) Team representative or contact person
Enter the full name, affiliation, and job title/position of the representative or contact person for the candidate team.
- (4) Title of achievement
Enter a title that clearly summarizes the achievement of the candidate team. This will serve as a reference for the document that details the achievement.

- (5) Reason for nomination
Describe the achievement of the candidate team and your reasons for nominating them.
- (6) List of achievements
Provide a list of the important academic papers, patents, books, and other publications authored by the candidate team or its members involved in the team's achievement.
- (7) Background
Enter background information on the candidate team.
- (8) Award history
Enter the major awards and honors related to the candidate team's achievement that have been received by the team or its members.
- (9) Contact information for the candidate team's representative or contact person
Enter contact information for reaching the candidate team's representative or contact person.
- (10) Contact information for the nominator
Enter the nominator's full name, katakana spelling of name, affiliation, job title/position, contact information, and relationship to the candidate team. If there are multiple nominators, copy the "Contact information for the nominator" section, paste it into a Word document, fill in the required details for each additional nominator, and submit it as an attachment to the nomination form.
- (11) Separate sheet: Key member list
List the key team members you would like to nominate as much as you know, in the order of those who contributed the most to the team's achievement. If there are more than 10 people, only list the top 10 contributors.
For each member, enter their name, current affiliation, job title/position, address, email, and phone number; their affiliation and job title/position at the time they were part of the team; and their role and contribution to the achievement.

(4) Submission Details

Please send the completed form(s) by email to the Foundation [by Friday, May 31, 2024](#), to the attention of Mr. Takashi Miyazaki.

The NEC C&C Foundation
Attention: Mr. Takashi Miyazaki, Executive Director
Email address: [zaidan\(at\)candc.jp.nec.com](mailto:zaidan(at)candc.jp.nec.com)
*Please replace (at) with @.

(5) Nomination Form on the Web

The nomination form for the C&C Prize is available at the website below. After completing the form, please submit it to the exclusive email address above.

<https://www.candc.or.jp/nomination/index.html>