IEEE CSS Award Nomination Instructions:

CSS will be using the system based on PaperPlaza for nominations for the following awards:

- Antonio Ruberti Young Researcher Prize
- Control Systems Technology Award
- Transition to Practice Award
- Excellence in Aerospace Control
- George S. Axelby Outstanding Paper Award
- TCST Outstanding Paper Award
- CSM Outstanding Paper Award
- TCNS Outstanding Paper Award

To make a nomination for an award, please follow the following steps:

Ensure both yourself, and anyone (up to 4 people) writing supporting letters, are registered users with http://awards.paperplaza.net In most cases, you will already have a PaperPlaza login and ID from using CSS conferences or publications. If so, please use your existing ID.

(i)   Download the relevant nomination form: (see the relevant pages within http://ieeecss.org/awards)

(ii)   Once you have completed the nomination form, please go to awards.paperplaza.net and select the 'Submit a contribution to CSS Awards' link

(iii)   From there, select the appropriate award nomination:

	Type of submission	Open	Deadline	
First submissions	Antonio Ruberti Young Researcher Prize Nomination	April 2, 2018	May 15, 2018	Submit
	Control Systems Technology Award Nomination	April 2, 2018	May 15, 2018	Submit
	Technical Excellence in Aerospace Control Nomination	April 2, 2018	May 15, 2018	Submit
	Transition to Practice Award Nomination	April 2, 2018	May 15, 2018	Submit
	George S. Axelby Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	Submit
	TCNS Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	Submit
	TCST Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	Submit
	CSM Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	Submit
	Supporting Letter of Reference	April 2, 2018	May 15, 2018	Submit

(iv)   In the subsequent screen, you will enter the PaperPlaza PIN of the person you are nominating. *If nominating for a journal paper with multiple authors, then please enter the PIN of the first author of that paper.* You will also be asked for the number of nominators (this should typically be just 1) and the nominator's PIN. Please designate yourself as the corresponding author.

(v)   On the next page, you will upload the nomination form and enter your password to complete the nomination. *For paper awards*, you will also upload a copy of the paper being nominated.

Attention: The "Supplementary Material" that appears in the non-paper award nominations does not apply to any of the awards currently open for nomination and will be discarded.

(vi) Once the submission if accepted, you will receive a submission number and a code that will be used by to submit the nomination support letters. Make note of the submission number and this code.

(vii) Once you have uploaded the nomination form and supporting documentation. Go back to awards.paperplaza.net and follow the 'Login' link (below the "Submit a contribution to CSS Awards" that you previously selected).

In your workspace you will see a link 'Author or proposer of submission' followed by the submission code that you've just received. Click on the "Enter" link.

On the following screen you will see a table with your nomination. Select to "Send support requests and reminders for the nomination" where will create the list of people you would like to invite to write reference letters and also send out invitations.

This link will take you to a page where you can add the PINs of all the letter writers.

When you are done entering all the PINs, click on "Send invitations." The system will give you an option to personalize the email that will be sent with your request for the support letter.

Invited people will receive an email from the server including a link to award site as well as the code needed to submit their reference letter. In addition, you can also send them a personal email with the code and the link, but that is not necessary.