Here is a handy checklist for you to use when submitting your application for the **Award in Innovation**. Good luck!

### APPLICATION

- Did I include the name of the person submitting the application to be contacted by NAMIC in case of any questions?
- Did I include my company name?
- Did I include the company address for which all communication should be sent? Is this different than the company’s home office or main office location? If so, did I explain the difference to NAMIC?
- Did I include the correct contact email address?
- Did I include a contact phone number with extension or a direct line (not the switchboard number)?
- Did I include the project or program for which the application is made?
- Did I describe the staff involvement and cross-departmental areas, if applicable?
- Did I provide a short narrative about project (scope, goals, problems to be addressed, etc.) in 250 words or less?
- Did I describe the impact of project (qualitative and quantitative) in 250 words or less?
- Did I include or upload photos and video with my submission?
- Did I include or process the payment information?
  - Application fee: $199
  - Credit card number
  - Expiration date
  - Card verification code
- Did I ask our company President/CEO to hold the dates of Management Conference on their calendar, in hopes of our company winning and being present to accept the award?

### JUDGING CRITERIA

- Impact in perpetuating Mutuality (MUTUALITY)
- Creativity of idea (CREATIVITY)
- Numbers and/or dollar impact – relative to size of insurer (i.e. biggest and best is not an influence) (IMPACT)
- Potential for the idea to be adapted and used by other NAMIC members (ADAPTABILITY)
- Alignment with Management Conference focus areas—leadership, innovation/strategy, emerging trends, and the economy (CONFERENCE ALIGNMENT)

### APPLICATION DUE DATE

Submissions are due **APRIL 17, 2020**.