**Timetable**

Below is the timetable committees requested to follow to keep planning on track. This includes the timetable for the Secretary and EC to clarify the consequences for other SHOT volunteers of any significant delays in the schedule.

PLEASE NOTE THAT THIS SCHEDULE IS DIFFERENT THAN THE “STANDARD” SCHEDULE FOR MEETINGS TAKING PLACE IN OCTOBER

**(1) December: chair**

*Committee chair and members:*

* visit the SHOT website and check to make sure that all information on the relevant award pages is up to date.
* Committee members are requested to inform the SHOT secretariat and your fellow committee members as soon as possible if they move, change institution or mail address, so that communications don’t go astray.

*Committee chair:*

* An additional component, the chair of the committee also becomes a member of this year’s committee to select the da Vinci medal winner. The past president is the da Vinci committee chair, and will contact the chair with further information.

**(2) January:**

*Committee chair:*

* Contact committee members to establish communication.

*Committee chair and members:*

* Are requested to think about additional means to generate publicity for their prize and to boost the pool of good applicants (such as email listservs) and give suggestions both to your committee chair and to the SHOT secretary.

*SHOT secretariat:*

* The SHOT secretary’s office places notices of all prizes and other competitions on the website. Where appropriate, we also send out information to major graduate programs and to publishers for our book prizes.
* The SHOT Secretariat prepares an E-Newsletter with all relevant information on SHOT awards and fellowships that are open for submission.

**(3) February to mid-March**

*SHOT secretariat*:

* 31 January is the general deadline for applications/submissions for all SHOT Prizes and Awards (when meeting in July). Only the book awards will have a later deadline.
* After the deadline the SHOT Secretariat will collect the submissions from the online portal and will send the files to the chair of the committee. The chair will distribute the proposals to the Committee Members.

*Committee chair and members*:

* The committee chair organizes the work of the committee.. The committee is requested to select a winner to submit to the SHOT secretary no later than **15 March**.
* If you are planning on being away, please be sure to let both your committee chair and the SHOT secretary’s office know how to reach you. This is especially important for all committee chairs.

**(4) 15 March - 1 April**

*Committee chair:*

* The chair is requested to send the SHOT secretary (SHOT.Secretariaat@tue.nl) the information about your committee’s decision. This information should include the winner’s name, email address, physical mailing address (if known), institutional affiliation, and 1-2 sentences explaining why she/he/they is your choice (the secretary does not require a full citation at this point). **The decision should remain confidential; The committee will not notify the person nominated as winner, nor anyone else.**

*SHOT secretary:*

* The SHOT secretary will pass the nominated winner to the Executive Council for approval. The secretary will notify the committee chair once the Executive Council has voted to approve the winner (typically about 2 weeks after the information is submitted to the Council).

**(5) 1 April - 15 April**

* EC votes on winners:
* In the event that several people on the Executive Council raise objections to the prize committee's nominations, the chair of the prize committee will divulge the names of the top three candidates to the Executive Council, who will vote on the list. In the event of a tie, the SHOT President, in consultation with the chair of the prize committee, and after reviewing the discussion and seeking further information if he/she/they deems that necessary, will nominate the winner.

**(6) 15 April – 1 May**

*SHOT secretary:*

* Once the Executive Council has voted to approve the winner, the secretary will send out a letter of congratulations to the winner and will inform and thank all other submitters.

**(7) May/June**

*Committee chair:*

* Writes up the citation for the winner of the prize to go into this year’s annual meeting awards overview. Chair is requested to send the citation to the SHOT secretary preferably by **1 June**.
* Drafts the year-end committee report and send it to the SHOT secretary by **15 June.**  This report should be suitable for distribution to the Executive Council, among other information the repost should list committee members, and give the winner’s name and institutional affiliation (if applicable).