

# Awards 2026 Process Codex

**Document Status:** Operational Codex

**Applies to:** Annual iLRN Conference

**Primary Owners:** Awards Chairs

**Contributors:** General Chairs, Programme Chairs, iLEAD Chairs, Publications Team, Web Team

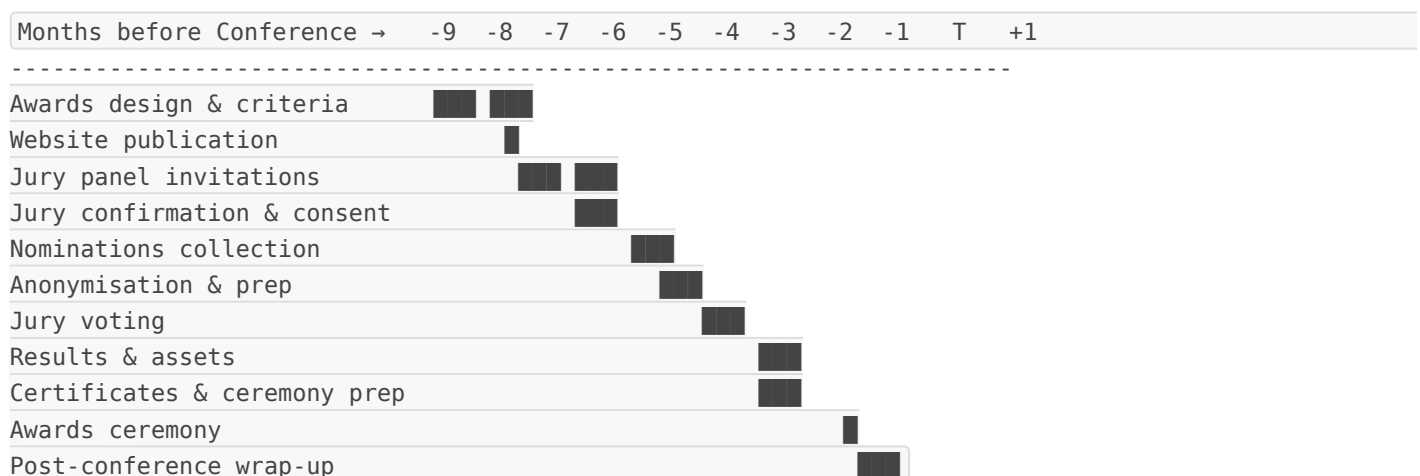
## 1. Purpose of This Codex

This codex defines the **standardised process, roles, tasks, and timeline** for the planning, management, and delivery of the iLRN Awards.

Its purpose is to:

- Ensure **consistency, transparency, and fairness** in the awards process
- Support **efficient handover** between conference years
- Reduce reliance on informal knowledge or ad hoc decision-making
- Provide a single authoritative reference for Awards Chairs

## High-Level Timeline Overview



## 2. Roles and Responsibilities

## 2.1 Awards Chairs

The Awards Chairs are responsible for the **end-to-end coordination** of the awards process, including:

- Defining award categories and criteria
- Managing jury panels
- Overseeing nominations and voting
- Preparing awards materials and ceremony assets
- Coordinating with all relevant committees

## 2.2 Programme Chairs

- Nominate shortlisted contributions for awards
- Support clarification of academic categories and eligibility

## 2.3 iLEAD Chairs

- Nominate shortlisted iLEAD contributions
- Advise on iLEAD-specific award categories and criteria

## 2.4 General Chairs

- Oversee alignment with conference programme and ceremony
- Support awards presentation during the conference

## 2.5 Publications & Web Teams

- Publish awards-related content on the website
- Archive final awards outcomes post-conference

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# 3. Awards Process Overview

The awards process is organised into **six sequential phases**:

1. Awards Design & Governance
2. Jury Panel Setup
3. Nominations & Materials Preparation
4. Jury Voting
5. Awards Assets & Ceremony

## 6. Post-Conference Wrap-Up

Each phase has defined tasks, outputs, and dependencies.

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# 4. Phase 1 — Awards Design & Governance

**Timeline:** Before CFP launch (approximately T-9 to T-8 months)

## 4.1 Define Awards Structure

### Tasks

- Review existing award categories
- Reduce and refine categories to avoid duplication and overload
- Confirm awards across:
  - Academic track
  - iLEAD track
  - Reviewers
  - Posters and Workshops (if applicable)

### Outputs

- Final list of award categories
  - Short description for each award
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## 4.2 Define Evaluation Criteria

### Tasks

- Finalise evaluation criteria per award category
- Ensure criteria are:
  - Clear and concise
  - Distinct across categories
  - Suitable for independent jury voting

### Outputs

- Approved criteria text for:
  - Jury instructions

- Voting forms
  - Website publication
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## 4.3 Decide Nomination and Voting Model

### Tasks

- Confirm nomination source (Programme Chairs / iLEAD Chairs)
- Confirm voting model:
  - Independent jury voting
  - No written reviews required
- Confirm voting platform (Tally)
- Confirm number of nominations per category (typically three)

### Outputs

- Written description of awards process
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## 4.4 Publish Awards Information

### Tasks

- Prepare awards webpage content
- Publish awards information once CFP is live

### Outputs

- Public awards webpage with:
    - Award categories
    - Criteria
    - High-level process description
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# 5. Phase 2 — Jury Panel Setup

**Timeline:** Approximately T-6 to T-5 months

## 5.1 Identify and Invite Jury Panel Members

### Tasks

- Identify potential jury members in collaboration with:
  - Awards Chairs
  - Programme Chairs
  - iLEAD Chairs
- Aim for approximately 20 jury panel members
- Send formal invitation emails (Academic and iLEAD variants)

### Outputs

- Jury invitation emails sent
  - Jury tracking spreadsheet (contacted / agreed / pending)
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## 5.2 Collect Jury Metadata and Consent

### Tasks

- Create a Tally form to collect:
  - Name
  - Title
  - Affiliation
  - Consent to be publicly listed
- Ensure GDPR-compliant consent wording

### Outputs

- Completed jury metadata list
  - Approved jury panel list for website publication
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# 6. Phase 3 — Nominations & Materials Preparation

**Timeline:** Approximately T-3 to T-2 months

## 6.1 Collect Award Nominations

### Tasks

- Create and distribute the awards nominations spreadsheet
- Monitor submissions and follow up on missing nominations

## Outputs

- Completed nominations spreadsheet
  - Final shortlist per award category
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# 6.2 Prepare Anonymised Award Materials

## Tasks

- Download nominated submissions
- Anonymise documents consistently
- Organise files in Google Drive by award category:
  - Academic
  - iLEAD

## Outputs

- Jury-ready anonymised folders
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# 6.3 Create Jury Voting Forms

## Tasks

- Create separate Tally voting forms per award group
- Embed:
  - Award description
  - Evaluation criteria
  - Links to anonymised submissions
- Test all forms before distribution

## Outputs

- Finalised jury voting forms
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# 7. Phase 4 — Jury Voting

**Timeline:** Voting window of approximately two weeks

## 7.1 Distribute Voting Forms

## Tasks

- Send voting instructions to jury panel members
- Clearly communicate:
  - Voting deadline
  - Expected workload
  - Contact for support

## Outputs

- Voting emails sent
  - Vote tracking in place
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# 7.2 Monitor and Close Voting

## Tasks

- Monitor response rates
- Send reminders if required
- Close voting at deadline
- Export and securely store results

## Outputs

- Final voting results per award category
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# 8. Phase 5 — Awards Assets & Ceremony

**Timeline:** Approximately T-1 month to conference

## 8.1 Create Awards Communication Assets

### Tasks

- Create social media and promotional visuals
- Prepare final awards text for website and publications team

### Outputs

- Awards communication assets
  - Final website-ready awards content
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## 8.2 Certificates

### Tasks

- Finalise certificate template
- Generate certificates for:
  - Award winners
  - Nominated contributions (if applicable)
- Print certificates for onsite ceremony
- Email digital certificates post-conference

### Outputs

- Printed certificates
  - Digital certificates distributed
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## 8.3 Awards Ceremony Support

### Tasks

- Support General Chairs with:
  - Awards presentation slides
  - Ceremony narrative/script
- Verify accuracy of:
  - Names
  - Affiliations
  - Award titles

### Outputs

- Final awards presentation
  - Approved ceremony narrative
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# 9. Phase 6 — Post-Conference Wrap-Up

**Timeline:** Within two weeks post-conference

## 9.1 Publication and Archiving

### Tasks

- Update website with final award outcomes
- Acknowledge jury panel members
- Archive all awards materials and documents
- Prepare handover notes for next year's Awards Chairs

### Outputs

- Completed awards archive
  - Updated Awards Codex for future use
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## 10. Review and Maintenance

This codex should be:

- Reviewed annually by the Awards Chairs
  - Updated to reflect process improvements
  - Archived alongside conference documentation
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Revision #4

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