



COAL & ENERGY DIVISION

STEFANKO BEST PAPER AWARD

Guidelines and Procedures

OBJECTIVE	<p>The award is to recognize authors presenting papers in the Coal & Energy Division technical sessions for their contributions to the body of knowledge. The award shall consider (1) technical quality of the paper and (2) quality of presentation.</p>
AWARD	<ol style="list-style-type: none"> 1. The Best Paper Award shall consist of a cash gift of \$1,000 total and suitably inscribed certificates for the author(s). In case of multiple authors, the cash gift shall be divided equally among the authors. 2. There shall be designated one award for the SME Annual Conference & Expo.
REQUIREMENTS	<p>The papers for consideration for the award (1) must be pre-printed prior to the meeting and (2) must be presented at the meeting by the author(s).</p>
EVALUATION	<ol style="list-style-type: none"> 1. The session chair (along with co-chair, if any) should have read and evaluated the technical quality of the paper prior to the meeting. The technical quality of each pre-print paper in the session shall be evaluated on the enclosed criteria (Form A). 2. The quality of presentation should be evaluated by the session chair (along with co-chair, if any). The quality of presentation of each pre-printed paper shall be evaluated on the enclosed criteria (Form B).
SELECTION	<p>The selection of the best paper for the award shall be a four-step process.</p> <ol style="list-style-type: none"> 1. Each session chair shall select only one paper from the session on the basis of the highest combined score of the technical and presentation evaluation scores above. Multiple selections will disqualify the papers from the session. The session chairs shall send their evaluations to SME Headquarters. 2. The selected papers from the sessions shall be evaluated by the individual members of the Award Committee. The evaluation will be for the technical quality of the paper on the enclosed criteria (Form C). All members shall send their evaluations to SME Headquarters. 3. The average of the Step 2 technical evaluation scores shall be calculated for each paper by the SME staff member. To that shall be added the presentation evaluation score from Step 1, determining the combined score for the paper. 4. The chair of the Stefanko Best Paper Award Committee shall review the summary of the evaluation scores from the committee and confirm in writing to SME Headquarters the selection of the paper for the Stefanko Best Paper Award. The award is subject to the approval the Coal & Energy Division Executive Committee with notification to the SME Board of Directors. <p>Note: In each step, if any ties are encountered, the tie shall be broken by giving preference to the paper with the highest technical quality score.</p>



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AWARD COMMITTEE	<p>1. The administration of the award shall be vested in a committee of six consisting of the past, present and incoming chairs of the Coal & Energy Division Program Committee and three other members.</p> <p>2. The chair of the Award Committee shall be from among the three other members and the one who is senior in length of service on the committee.</p> <p>3. The chair-elect designate of the Coal & Energy Division shall appoint one member to the committee from among the members of the Coal & Energy Division. The term of service shall be three years in rotation.</p> <p>4. The chair of the Award Committee shall supervise the timely progression of the Stefanko Best Paper Award selection process. The chair, working with the SME staff members, should ensure that:</p> <ul style="list-style-type: none"> a. The preprints and the technical and presentation evaluation forms (Forms A and B) have been sent to the session chairs approximately two weeks before the meeting. b. The session chairs have sent their evaluations (Forms A and B) to SME within four weeks after the meeting. c. The Award Committee members get the preprints of the “best” paper from Step 1 evaluation and Form C within six weeks of the meeting. d. The committee’s right to decide on the basis of the available information on any problems arising during the evaluation process including not to recommend an award shall be absolute.
PRESENTATION OF AWARD	<p>The award shall be conferred at such time and places as the SME Board of Directors may designate, but normally at the Coal & Energy Division Luncheon at the SME Annual Conference & Expo. The recipient will receive one luncheon ticket which will be paid for by the C&E Luncheon sponsorship.</p>
QUESTIONS	<p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>