



Learned Society of Wales Medals – Nomination Guidelines for 2019-20

Rules and procedures for nominations

1. For a nomination to be valid, the Society must receive the following documents by **5.00pm on 1 March 2020**:
 - A completed nomination form – you can download this from www.learnedsociety.wales/medals
 - The nominee's CV (no longer than 2 pages; longer CVs may lead to the nomination being ineligible)
 - *For Frances Hoggan, Menelaus and Hugh Owen Medals*: a list of the nominee's publications (no longer than 2 pages)
 - *For Dillwyn Medals*: Confidential Reference Forms completed by the Second and Third Proposers (please ask them to send us the form directly; it is on our website at www.learnedsociety.wales/medals)
2. All documents should be emailed to nominations@lsw.wales.ac.uk. Please do not use any other email address. If you do not have access to email, you can post the documents to: Fiona Gaskell, Fellowship Assistant, Learned Society of Wales, University Registry, King Edward VII Avenue, Cardiff CF10 3NS
3. Each nomination must be proposed by three individuals, with their names and signatures provided on the nomination form.
4. It is the Lead Proposer's responsibility to provide sufficient information on the form for the medal committee to reach a reasoned judgement on the nominee.
5. We will not consider incomplete forms.
6. The Lead Proposer must inform the nominee of their nomination (except for Dillwyn Medals, where we ask you to keep this confidential). Otherwise, the Proposers must not inform anyone else about the nomination.
7. We will consider nominations for up to three years, and will request updated information from the Lead Proposer each year. (Note that Dillwyn Medal nominees will become ineligible if they accrue more than 10 years' work experience after their nomination is first considered.)
8. The following are excluded from making nominations:
 - Members of the Medal Committee that will consider the nomination (there is a separate committee for each medal)
 - Institutions, organisations and companies
9. The following are excluded from being nominated:
 - Members of the Medal Committee that will consider the nomination
 - Institutions, organisations and companies
 - Members of the Society's Council
10. Please ensure that nominees are aware of the following:
 - The President of the Society will award the Medals at a special ceremony on the same day as the Society's AGM (20 May 2020).

- Medal winners are expected to make a contribution to the Society in the year following their award. This may be a lecture, workshop or another activity that engages a non-specialist audience with their work. The Society will bear any expenses associated with this contribution.

11. We will normally award one medal in each category each year. However, if a Medal Committee concludes that no person meets the appropriate standard of excellence, it will not award a medal in that category.

Guidelines for completing the Nomination Form

For which Medal are you making a nomination?

Please check the appropriate box.

Details of Nominee

Please ensure every section is completed.

Statement of Support

Use this opportunity to state clearly why your nominee is worthy of the medal. Your statement (maximum 500 words) may include the following:

- Evidence of the nominee's distinction – e.g. invitations to present lectures and papers to conferences and professional bodies; major committees or enquiries upon which the candidate serves or has served; honours, medals, prizes which the nominee has received
- The nominee's standing in their discipline – e.g. recent ground-breaking publications, innovative research, academic leadership
- The nominee's contribution to and engagement with wider society – e.g. accessible dissemination of research and scholarship, commercialisation, knowledge exchange, public/community engagement

Because Dillwyn Medal nominees will be at an earlier stage of their career, some of the above may not apply. In this case, please outline the strength of the nominee's academic background and their future career prospects (is he/she a potential rising star?).

Contribution to the Society

We ask all of our Medallists to make a contribution to the Society in the year following their award. Please ask your nominee what sort of contribution(s) they would be prepared to make and give details here. Types of contributions could include:

- Public lecture
- Workshop in school
- Support for Early Career Researchers
- Involvement with our work on Wales Studies
- Writing an article

Lead Proposer / Second Proposer / Third Proposer

Every nomination requires three Proposers. Please complete all of their details, inserting scanned signatures into the form if possible. If scanned signatures are not available, you must send a signed hard copy to the Society office.

Note that for Dillwyn Medal nominations, the Second Proposer and Third Proposer must also complete the Confidential Reference Form. This is a separate form, available at www.learnedsociety.wales/medals. Please ask the Second and Third Proposers to send these forms directly to nominations@lsw.wales.ac.uk.