

SMALL GROUP INSTRUCTIONS - 2019

Please see the details below regarding your participation in the 2019 NIH Director's Awards Ceremony scheduled for **Monday, July 15, 2019** in the Natcher Conference Center (Building 45).

- **Registration will begin at 12:00 p.m. Please report to the Registration Room NO LATER THAN 1:30 p.m.**

The ceremony will begin promptly at 2:00 p.m. and last approximately 2 hours.

- Registration tables will be set up by your IC.
- Signage on the wall will direct you to the appropriate table.
- Ceremony Volunteers will provide you with a name card, your awards materials and direct you to your reserved seat in the appropriate section/row.
- **All award recipients must be seated by 1:40 p.m.**
- **NIH Employees must bring their NIH ID badge to registration.**

If your plans change and you are unable to attend the ceremony, please contact me at **301-594-0514** or send an email to **nihawards@od.nih.gov** so arrangements can be made to deliver your awards materials following the event through your IC Awards Coordinator.

Volunteers have been identified with name tags and a red ribbon to help direct you throughout the event.

Groups with fewer than 15 Attendees:

ACD BRAIN 2.0 Working Group and Neuroethics Subgroup	NIH Workplace Climate and Harassment Survey Team
African Postdoctoral Training Initiative Team	Nutrition Cook Supervisor Group
All of Us Scientific Priorities Development Team	Pembrolizumab MCC Team
Chimpanzee Facility Program Oversight & Regulatory Reform Activities Team	PNRC Zebrafish Facility Project Team
Clinical Center Code Yellow Leadership Team	Point of Care Technology Research Team
Ebola Response Team	Promotion and Enhancement Team for the Common Fund KOMP2 Project
Gen Med 1 IRB Panel Transition Team	R15 Research Enhancement Award Work Group
Guest Editors for AJPH Supplement	Recombinant Immunotoxin-Moxetumomab pasudotox Team
Metarrestin Discovery and Development Group	Sound Health Trans-NIH Leadership Team
NHLBI ADSP Team	STRIDES Initiative Team
NIA/NCI ASPREE Clinical Trial Team	The 21st Century Cures Act Certificates of Confidentiality Working Group
NICHD DIR Procurement Team	The Agricultural Health Study Research Team
NIEHS Postdoctoral Career Outcomes Initiative	The NIH Office of Extramural Research's Clinical Trial Implementation Group
NIEHS-ORF Hurricane Florence Response Team	The RCR and DTL Project Team
NIH Hiring Controls Committee	Woman Scientist Advisors Executive Committee
NIH Master Craftsmen Team	

SMALL GROUP INSTRUCTIONS - 2019

- At the appropriate time during the ceremony, a Volunteer will direct individuals receiving awards to line up, single file, on the left side of the auditorium in preparation for the ascent to the stage.
 - Proceed up the stairs as directed by a Volunteer and walk to center stage when your name is read aloud by the Master of Ceremonies. The stage floor is marked for your convenience.
- As the names of the group members are read aloud, individuals should walk across the stage and shake hands with the respective IC Director and Dr. Collins, and then proceed to line up slightly behind.
 - The last person will shake hands with the IC Director and Dr. Collins, who will present the plaque with his left hand and shake hands with his right.
- After the plaque is presented, a group photograph will be taken with the IC Director and Dr. Collins from center stage. See attached sample pose.
- After the photograph, group members should **proceed to center stage and walk down the aisle between the chairs and exit to the back left.** The stage is marked for your convenience. Volunteers will direct you down the hallway and back to your seat.
- We ask that members of the group do not congregate outside the auditorium and please remain as quiet as possible when returning to your seat as the ceremony is in progress.
- Immediately following the ceremony, a reception with light refreshments will be provided in 2 locations: the Natcher dining room and the Conference Center's Atrium.
- Pictures of the ceremony and the video cast will be posted to the NIH Awards Website 2 weeks after the ceremony.

We look forward to seeing you at the ceremony! Again, if you have any questions or concerns, please contact me at nihawards@od.nih.gov.

Best regards,

Felicia Shingler

Program Manager

Office of Human Resources

Workforce Support and Development Division

301-594-0514



Do's

- Tallest stand in back row(s)
- Position head between two awardees



Smile

- Stand at an angle
- Cross your hands

Group Awardee Correct Photo Pose



Do's

Position your head over the outer shoulder of the person in front of you
(outer-end person)

Middle person (front-row) holds award.

Don'ts

