

SMALL GROUP INSTRUCTIONS - 2018

Please see the details below regarding your participation in the 2018 NIH Director's Awards Ceremony scheduled for **Wednesday, August 29, 2018** in the Natcher Conference Center (Building 45).

- **Registration will begin at 12:00 p.m. Please report to the registration table outside the Auditorium 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 in alphabetical order, by last name.
- Signage on the wall will direct you to the appropriate table.
- Ceremony Volunteers will provide you with a name card 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:

Blueprint Neurotherapeutics Network (BPN) Executive Team	NIH Clinical Center RADIS Film Library Team
CABOSUN Trial Group	NIH Collaboratory Program Team
CCR Advanced Technology Solutions Team	NIH Distressed Trainee Work Group
Cure Sickle Cell Initiative Team	NIH Grants Management Project Tool Group
Diversity and Inclusion Inaugural Roadmap Rollout Team	NIH Risk Culture Day Team
DKNet Team	Northwest Child Care Center (NWCCC) Team
First in Human Documentary Group	Office of the Director Front Office Team
GEOHealth Team	OPAE Team
Human Biomolecular Atlas Program (HuBMAP) NIH Common Fund Team	Optimizing FEVS Team
Interagency Working Group on Medical Imaging	Pediatric Exoskeleton Development Team
International Summit on Genetics and Genomics Group	Rapid Disaster Research Program Implementation Team
Mental Health Across the Lifespan Initiative Coordinating Team	Remarkable Heroism in an Emergency Team
NHLBI Strength Through Diversity Roadmap Team	The eyeGENE OGL Realignment Team
NIAAA Alcohol Treatment Navigator Development Team	The Intergovernmental Cooperative Peer Review Working Group
NIDA Lofexidine Team	Workgroup Promoting Medical Student Research Experience in Diabetes Centers
NIH Biomedical Engineering Day Team	

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- 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.
- You may pick up your award plaque or certificate before or after the ceremony. The designated room for plaque pick-up is noted on your name card. Volunteers can direct you to the appropriate location if necessary.
- Immediately following the ceremony, a reception with light refreshments will be provided in the Natcher dining room.

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

