



## AWARD CATEGORIES

### 1. Port Operations and Management Systems

Including, but not limited to: new innovations in technology to enhance data flow for port operations; technologies to improve the safety and productivity of cargo and container handling; technological innovations for the tracking and maintenance of chassis, containers, cranes, and other yard handling equipment; methods to improve traffic flow and improve truck turnaround time entering and leaving a terminal.

### 2. Improvements in Intermodal Freight Transportation

Including, but not limited to: technologies to improve vessel transportation safety within a harbor or port, including approaches to the port; the application of intelligent transportation system (ITS) technologies to enhance intermodal freight movement; technologies to enable the effective tracking and tracing of cargo from the port to the consignee.

## APPLICATION GUIDELINES

The guidelines for submitting an application for an AAPA Information Technology Award are:

1. All AAPA Corporate members are eligible to submit an application, including members from the U.S., Canadian, Caribbean and Latin American delegations. All applications should be submitted in English. Only projects related to maritime operations will be considered.
2. Ports may nominate governmental entities (federal, state or local agencies) as co-applicants if they wish to highlight a partnership with another public entity.

3. All applications should be submitted **by email** as a Microsoft Word document or in PDF format.
4. The Application should include a separate one-page project summary describing the project and how it meets the five award criteria. This summary should include port contact information.
5. The Application should be double-spaced and should not exceed 15 pages, not including the one-page summary. Detailed reports, analyses, and/or photographs are not required, although, if available, may be included as separate electronic files.
6. The Application should be organized into the following Sections:
  - a. Cover Page:
    - Title of Report
    - Name of Applicant
    - Contact and Job Title
    - Date Submitted
    - Listing of Partners with Contact Information
  - b. Table of Contents
  - c. Port Description
  - d. Introduction – Highlights
  - e. Goals and Objectives/Business Problem
  - f. Discussion:
    - Background
    - Objectives and Methodology
    - Hardware/software used
    - Project Cost
    - Performance Measures
    - How the project fulfills the Award Criteria
  - g. Conclusion

7. Applications will be accepted only for those projects (or beneficial increments) or programs, which have been designed, planned, and approved by all applicable regulatory agencies, and constructed or implemented. The application should indicate the current status of the project.
8. The winning entries will be highlighted at the AAPA Annual Convention.

## AWARD CRITERIA

1. There are five general award criteria used to evaluate the entries in the competition. The project application should attempt to address these criteria explicitly.
  - a. The level and nature of benefits;
  - b. The creativity of the solutions or programs;
  - c. Whether the project or program results are apparent;
  - d. The cost effectiveness of the activity or the program; and,
  - e. The transferability of the technology or idea to the port industry.

## FEE AND DEADLINES

1. **The fee for each entry is \$125.** Checks should be made payable to the “American Association of Port Authorities” and must be submitted with the attached entry form.
2. Applications must be received by **June 8, 2018.**
3. Applications in Adobe Acrobat (.pdf) or Microsoft Word (.doc) must be sent **by email** to [mmartino@aapa-ports.org](mailto:mmartino@aapa-ports.org)
4. Award winners will be highlighted at the Annual Convention during the Awards Luncheon.
5. In the event that a port is submitting more than one project, a separate application should accompany each project.

## FOR MORE INFORMATION

Meredith Martino  
Director, Publications, Digital Media & Technology  
(703) 706-4718  
[mmartino@aapa-ports.org](mailto:mmartino@aapa-ports.org)



Alliance of the Ports of Canada, the Caribbean, Latin America and the United States

# 2018 INFORMATION TECHNOLOGY AWARDS ENTRY FORM

This form must be submitted with each Information Technology Award application. AAPA will send an email notification when the submission has been received and processed. Please complete this form and include a copy with your electronic submission as well as with your check submission by mail.

Project Name \_\_\_\_\_

Category \_\_\_\_\_

Port \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Person to Receive Award \_\_\_\_\_

AAPA may post my application summary on its Website (Check One) \_\_\_\_\_ YES \_\_\_\_\_ NO

AAPA may post my complete application on its Website (Check One) \_\_\_\_\_ YES \_\_\_\_\_ NO

**Awards will be presented at the AAPA IT Committee Meeting  
in Halifax, NS, September 26-27**

## ENTRY CHECKLIST

1. Determine appropriate award category.
2. Follow application guidelines
3. E-mail your one-page application summary and your full application
4. Mail your entry fee of \$125, made payable to "American Association of Port Authorities."
5. Observe the June 8, 2018, deadline.

Send entries to:

[mmartino@aapa-ports.org](mailto:mmartino@aapa-ports.org)

Mail checks to:

Meredith Martino  
Environmental Improvement Awards  
AAPA  
1010 Duke Street  
Alexandria, VA 22314



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