

Edward H. Bean Award 2012 Guidelines for completing the application

All applications are due by close of business on May 1, 2012, and must be compiled into one PDF file. Please make sure the file name reflects both the award name and the institution. Abbreviations are fine.

AZA has contracted with WEBCARGO to provide a quick and easy way for you to submit your application. Please submit your application using this link:

<https://rwc3.webcargo.net/webcargo/r.php?w=274845-1u0egSYjJsz1PrUgap>

WEBCARGO allows you to send large files via email, without the need to reduce their size. There is no need to sign up, nothing to install and nothing to download. All deliveries are encrypted so security is not an issue and WEBCARGO lets you know when your file is received. The upload speed will vary depending on your Internet Service Provider and the size of your file so you may need to be patient. Please contact Chris Altmann at 514-905-5223 x249 or chris.altmann@webcargo.com if you need assistance with the upload.

Questions? Please contact Barbara Pueschel (bpueschel@aza.org; 301-562-0777 x226).

The Edward H. Bean Award recognizes a truly significant captive propagation effort that clearly enhances the conservation of the species. One-time first breedings that produce viable offspring can still qualify for an award but it must demonstrate an exceptional institutional commitment and not just happenstance. However, priority will be given to long-term propagation or management programs that produce multiple successful births that have a quantifiable impact on the sustainability of the species or subspecies.

Judging will be based on the following criteria:

- How significant is the breeding program for the conservation of the species?
- The long-term commitment of the institution(s) to the breeding program.
- Were the husbandry and research made accessible to other institutions?
- Disposition of offspring to enhance the conservation of the species.
- Programs should comply with AZA Tag and SSP recommendations.

A. Candidate

The CANDIDATE is that particular species and/or subspecies to which the birth, hatching, or program pertains. VERNACULAR NAME indicates the name by which the species and/or subspecies is most commonly known. Use the subspecific name, particularly if the candidate is most readily known for this form. Example: Sumatran Orangutan, *Pongo pygmaeus abelii*.

B. Applicant

Items in this section are self-explanatory.

C. Basic Information pertaining to event

Items in this section are self-explanatory, and the questions can be briefly answered. If the entry is a long-term propagation program, please provide that information in the supportive materials (see E of these guidelines).

D. Parentage of progeny

This portion can usually be answered with dates, ages, a check mark, or the term "unknown."

E. Management and Husbandry

This segment will require the most effort by the applicant. The narrative is critical to the judging by the committee and must accompany the application. It should include not only efforts made to manage and breed an individual animal or species, but also consideration of future disposition, outbreeding, and participation in accordance with AZA's Conservation and Science Programs. The narrative should be complete and inclusive, yet written concisely without extraneous information. News clippings and press releases should **not** be included.

F. Images

Submit one digital image (JPEG or TIF 300 dpi preferred) that illustrates the species nominated. Such will be utilized during the AZA Annual Conference Awards Ceremony PowerPoint presentation.

G. Participation

PARTICIPATION allows the institution(s) to list any participants deserving acknowledgment for assisting with that birth / hatching or program. A separate certificate will not necessarily be given to those participants, but their names may be read during the awards presentation.

H. Collaboration

If the level of collaboration on a project is such that institutions wish to be considered collectively, with certificates to each institution, please list:

- The collaborating institution(s).
- List the criteria that were used to determine whether an institution's level of participation warranted inclusion in the application.
- Include, as an appendix, the contributions that each of these institutions has made to the program.
- Additionally, please submit a letter from the Director(s) of the collaborating institution(s) indicating support of the submission. It is the responsibility of the submitting institution to properly determine the level of participation by other institutions.

I. Submitter

The SUBMITTER is that person responsible for the contents of the entry. Failure to provide an electronic signature on the designated line will constitute an incomplete application.

J. News Release Form

AZA will create a news release for each award winner. Please complete the form and in the "summary" portion, write a paragraph describing your program, including details such as new techniques or technologies employed, cost of construction (for exhibit award applications), and a description of any species of animal involved.

Also, please submit the name, phone number and email address of a media contact for the award and a quote from the institutional director. Copies of the release will be shared with the institution for approval.

It would be helpful to request that the Public Relations Department at your institution complete this form. Submit the completed News Release Form (available at <http://www.aza.org/honors-awards/>) with the application and also email the form as a WORD document to Barbara Pueschel: bpueschel@aza.org

K. WINNER'S RELEASE: HELP YOUR FELLOW MEMBERS!

If yours is the winning application, would you be willing to have it posted on the AZA website? Many people have asked for examples of a winning application so we are hoping to be able to post them on AZA's website. It would be possible to edit the application before posting if there is information included that you would not wish to share with a wider audience.