I. IMPORTANT REMINDERS AND UPCOMING EVENTS

December 12, 2017  Notice of Election is Embargoed until 10:00am (ET)

December 19, 2017  Confirm preferred full name and organization affiliation to use in all Fellows publications
   • We will inform your research office of your election. Please let us know if you have additional media contacts you would like notified.

January 12, 2018  Deadline to Submit Bio and Headshot per the requested format guidelines for the Fellows Commemorative Book (2017 Example)
   • See Bio Template on page 2 of this document
   • Photo qualities: 300dpi resolution and color

January 19, 2018  2017 NAI Fellows Announcement in Chronicle of Higher Education
   • You will be listed with your colleagues by name & institution

April 4-6, 2018  NAI Seventh Annual Conference to be held in Washington, DC
   • April 5, 2017 – Fellows Induction Ceremony

II. PREPARING FOR THE INDUCTION CEREMONY AND THE NAI ANNUAL CONFERENCE

☐ RSVP and Register for the Induction Ceremony to be held as part of the NAI Seventh Annual Conference in Washington, DC on April 4-6, 2018 at the Mayflower Hotel, Autograph Collection.
   • Note: Register as a Fellow Inductee to receive a discount; your guests are invited to attend and required to also register. (View Details)
   • Note: If you are interested in submitting an abstract for oral presentation, visit this link.

☐ Preview the Preliminary Conference Agenda
   • Signature Gala Event at The Smithsonian American Art Museum, April 4 (Invited)
   • Private Breakfast & Info Session for newly inducted NAI Fellows, April 5 (Required)
   • Fellows Induction Ceremony, April 5 (Required)

☐ Book Hotel Accommodations in the NAI block of rooms by February 16

☐ Student Innovation Showcase, April 6 – one of kind opportunity for NAI Fellows to mentor innovative students. Please encourage your students to apply.
III. ADDITIONAL INFO AND HIGHLIGHTS OF NAI FELLOWS BENEFITS

As a Fellows you enjoy many benefits including:

- Priority to publish in *Technology and Innovation*, edited and published by the NAI, a forum for presenting information encompassing the entire field of applied sciences, with a focus on transformative technology and academic innovation.
- Opportunity to serve on national committees of the NAI and partner organizations
- Commemoration on an exclusive, plaque on permanent display in the Office of Innovation Development at the USPTO headquarters in Alexandria, V.A.
- Recognition on NAI website, press releases, news stories, social media and print materials (Fellows in the Press – News Updates)

☐ June 2018 - NAI Fellows Dues Invoice Issuance

Visit the NAI Fellows Website to learn more about the program and how to get involved!

Bio Template (*150 maximum word count*):

(First Name, Middle Initial, Last Name), (Ph.D. /M.D.), is (enter current position title) at (enter institution name). (Last Name) is (enter important contributions to invention and innovation, field of research, area of leadership, etc.). He/she is the recipient of (name prestigious prizes, honors and awards). He/she holds (number) U.S. patents and (number) foreign patents that have been licensed to (number) companies. He/she is the founder of (startup companies). He/she has published (enter number of articles, books, book chapters) and serves as (editor, editorial board, etc.) for (peer-reviewed journals, etc.). (Last name) is a (member/fellow) of (prestigious organizations such as National Academies, AAAS Fellow, etc.).