



Alfred Gessow Best Paper Award: Annual Forum

1. Award Statement

The Alfred Gessow Award for Best Paper prepared for and presented at the VFS Annual Forum has been established to recognize the author(s) who has prepared and presented the most significant Forum technical paper as judged and selected by his/her peers. The selected paper is presented at the European Rotorcraft Forum (ERF).

Note, while the quality of the archived paper is paramount in the selection process, the quality of the presentation of the material at the Forum should be taken into account. VFS encourages technical committees to consider the clarity and legibility of the presentation and speaking ability of the presenter.

The award consists of a plaque and an Honorarium that will pay for travel (up to \$1500 US) by one author to the European Rotorcraft Forum (ERF).

- i. The Honorarium is provided by the Alfred Gessow Foundation and disbursed by VFS.
- ii. Complimentary registration and accommodations for the selected author are provided by the ERF.
- iii. The author of each candidate paper (i.e., the paper selected as “best” by each Committee or Special Session) will receive a certificate to that effect.

2. Objectives

- i. Encourage VFS members to maintain/improve technical excellence with high quality technical papers at the Annual Forum.
- ii. Recognize the author(s) who make significant technical contributions via their Forum papers and presentations.

3. Eligibility

- i. The paper must be in general accordance with the format prescribed by the Guidelines to Authors and received by the final paper deadline date of that years Forum.
- ii. The award is open to all authors who prepare a paper for (and present it in) any Technical or Special¹ Session at the VFS Forum.
- iii. In the event of co-authors, the award will be given to the principal author provided that he/she presented the paper.

¹ Presenters at Special Sessions generally just present; they are not always required to prepare and submit a paper for inclusion in the Proceedings. However, if they do submit a paper prepared in accordance with the guidelines for papers in Technical Sessions and do so by the deadline, they are eligible.

- i. If a co-author presents the paper, the co-author will be considered for presentation of the paper at the ERF. However, all co-authors will receive a certificate that recognizes their paper as the “Best Forum Paper.”
- ii. The Lichten Paper Award winner is not eligible for consideration.

4. Selection Process

Technical Committees with sessions at the Forum will evaluate and score the papers from their session (or sessions). The process for evaluation and scoring is at the discretion of the Committee, but should include a subcommittee of the Committee composed of no fewer than three members from that Committee. It is suggested that the Scoring System described in Section 5 be used in the process.

The Chair of a Special Session may recommend a candidate for Best Paper, provided it meets the eligibility requirements described above. Since Special Sessions typically do not have a Committee supporting them and frequently have very few papers which meet the eligibility requirements, the Chair of the Special Session has the latitude to define his/her own selection process. For candidates from Special Sessions, the VFS Technical Director will assign them to an appropriate Deputy Technical Director.

Prior to the Forum, each Technical Committee or Special Session will:

- i. Evaluate all eligible papers in accordance with their Committee or Session process.
- ii. The most highly scored papers (up to three²) should be provided to the appropriate Deputy Technical Director (DTD) prior to the Forum to allow he or she to attempt to personally observe their presentation.
- iii. Based on the quality of the presentations, each committee is free to alter its pre-Forum ranking as it deems appropriate.
- iv. As soon as is practical after the conclusion of a Committee’s session(s) and Forum, but no later 1-week after the Forum, each Committee is to provide its final best paper selection its Deputy Technical Director and the VFS Technical Programs Director.

Each Deputy Technical Director (DTD) will then:

- i. Select the best paper from his/her Technical Area and forward the candidate to the VFS Technical Director and the Technical Programs Director.
- ii. When submitting the selection for Best Paper from his/her Technical Area, each DTD must attest to the quality of the presentation of the paper. Recognizing the potential difficulty to attend presentations of all of the most highly-scored papers, that judgment of presentation quality may be based on either the DTD’s personal observation of the presentation or an assessment from the appropriate Committee.
- iii. Who makes the assessment of presentation quality is not critical; it is just critical that the assessment be made and should be agreed upon by the DTD and each of his/her Committees prior to the Forum.

² The number of selected written papers by a given Technical Committee or Special Session depends on the number of qualifying papers being presented at the Forum. It is expected an average of one selected written paper per seven papers (one session). No more than three recommendations should be submitted by a single Technical Committee.

The VFS Technical Director will then form a Review Committee, which is chaired by himself/herself and includes representatives from industry, government, and academia to make the final selection of “Best Paper of the Forum.”

5. Scoring System

At each evaluation level, the scoring system outlined below should be used for ranking the candidate papers.

<u>Element</u>	<u>Rating</u>	<u>Weighting Factor</u>	<u>Max</u>
1. Originality/creativity	0 to 5	6	30
2. Technical Content	0 to 5	6	30
3. Relevance of Contribution	0 to 5	4	20
4. Organization and Clarity	0 to 5	4	<u>20</u>
		Total	100

Each “Rating” should be an integer. Reviewers should use the following table to assist them in assigning numerical ratings. Note that the scale is only intended to be linear between 1 and 5, not between 0 and 1. Any Element that could not be graded higher than a “C” should be rated zero.

Score	Adjectives and Guidance Corresponding to Numerical Ratings
5	Excellent, Outstanding, Nearly Perfect, World Class, Breakthrough (an “A+”)
4	Superior, Very Impressive; not a “5”, but certainly better than a “3” (an “A”)
3	Very Good, Particularly Noteworthy, Very Promising (a “B+”)
2	Good; not a “3”, but definitely better than a “1” (a “B”)
1	Adequate, Potentially Promising (a “C+”)
0	Marginal, Poor, None, Non-existent, Not qualified (a “C” or less)

For scoring within a Technical Committee, any paper that has an element rated “zero” should be disqualified. (However, if the abstract was good enough to be selected, the chances of an element being rated zero should be quite small).

For scoring by the DTD’s and subsequently by the Technical Director’s Review Committee, all of the papers are expected to be quite good, or they would not have advanced so far in the competition (i.e., no zeros would be expected). Therefore, the scale is designed to have an adequate number of scores available to make distinctions between the best of the best.

6. Schedule for Selection Process

The detailed steps in the selection process are listed below:

Step	Date	Responsibility	Action
1	ASAP after final papers are submitted for inclusion in the Proceedings.	Tech Committee Chair in consultation with Session Chair(s).	Establish selection process for their Committee.
2	NLT 1-week <u>before the start</u> of the Annual Forum	Tech Committee or Special Session Chair	Provide the top-rated written paper(s) to Committee's DTD
3	During the Annual Forum	Each DTD	To the extent practical, observe presentation of best-ranked written papers from each of their Technical Committees
4	BY FORUM CONCLUSION AND NLT 1-week after the end of the Annual Forum	Each Technical Committee Chair in conjunction with their Session Chair(s)	Provide their overall best paper to their respective DTD
5	NLT than 2-weeks after receipt of best paper candidate	Each DTD	Select best paper from their technical area, including an endorsement of the quality of the presentation, and submit decision to VFS Technical Director and Technical Programs Director
6	Within 1-week of receipt of DTD decision	VFS Technical Programs Director	Distribute selected Best Tech Area papers to Tech Director's Review Committee
7	NLT 2-weeks of receipt of best paper candidates	Tech Director's Review Committee	Complete reviewing and scoring of papers and make recommendation of "Best Paper of the Forum" to Tech Director and VFS Headquarters.
8	As soon as possible after "Best Paper" selection is announced	VFS Technical Programs Director	Arrange for presentation of "Best Paper of the Forum" at ERF
9	Within 1.5 months end of the Forum	VFS Technical Programs Director	Recognize "Best Paper of the Forum" with plaques, certificates, etc.

Responsibilities may be delegated as appropriate or necessary as long as there is at least an email or similar document to confirm the delegation.

7. Award

VFS HQ will provide the Alfred Gessow Honorarium to cover the travel expenses (up to \$1500 US) of the selected presenting author who will be invited to present his/her paper at the European Rotorcraft Forum.

The winner and his/her co-author(s) will also receive certificates recognizing their selection.

Submittal of the Best Paper for publication in the *Journal of the American Helicopter Society* is strongly encouraged.