

# The Institutes' Executive Education Nomination Form



## The Darden School of Business, University of Virginia



### Nominator's contact information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (MI)

Designations: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Qualities of an Executive Education Participant

This program is designed for senior-level managers with twelve or more years of industry experience who:

- Plan and formulate major strategic objectives throughout their organization
- Manage the competencies and resources required to pursue those objectives
- Lead their organization as they aim to achieve their strategic goals

### I nominate the following person to attend:

Name: \_\_\_\_\_  
(Last) (First) (MI)

Designations: \_\_\_\_\_

Preferred Name (or Nickname): \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about the Executive Education program?

- Print ad       Email       Social media  
 Digital ad       Print brochure       Other: \_\_\_\_\_

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**Brief description of nominee's current responsibilities:**

**Nominee's employment history (most recent first):**

*Employer, position, major responsibilities (include dates)*

**Please tell us why you are nominating this person:**

**Billing Information**

Upon acceptance into the program, an invoice will be sent to the individual indicated below.

Name: \_\_\_\_\_  
(Last) (First) (MI)

Title: \_\_\_\_\_ Company: \_\_\_\_\_

BusinessAddress: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Cancellation Policy:** *Payment is due within 30 days of the invoice date. Cancellations must be submitted in writing more than 30 days before the program start date to receive a full refund.*

After nominations are reviewed and approved, each nominee will be notified of the status of his or her nomination.

To submit your nomination, please upload the completed form in PDF format at [www.TheInstitutes.org/ExecutiveEducation](http://www.TheInstitutes.org/ExecutiveEducation) or email the form to **Elisa Murray** at [ExecutiveEd@TheInstitutes.org](mailto:ExecutiveEd@TheInstitutes.org).