HEALTH CARE WORKER OF THE YEAR AWARD PHOTOGRAPH TIPS

OHA requires hospitals to submit a headshot and environmental photo for your nominee. Use the following tips to ensure that photos are the highest quality—not blurry, grainy or too small.

How do I submit a quality headshot of the nominee?

➢ Find a background that is neutral.
➢ Take the photo from the shoulders up.
➢ Picture can be taken with a digital camera and **must be submitted digitally** by e-mail.
➢ Turn the photo into a JPEG, PNG or GIF file before submission (directions listed below).

What is an 'environmental photograph'?

➢ Environmental portraits show the nominee in their work environment. They demonstrate what kind of work the person does and where they work—in their surroundings.
➢ Environmental portraits give an idea about the nominee by combining a portrait with what they do while on the job.
➢ Photo does not have to be just a headshot and can include other coworkers or patients if you have their consent—just be sure to edit out any protected health information.

What size/resolution should the photo be?

➢ Photos should be large and high-resolution images. The photos will be displayed on a big screen at the OHA Recognition Dinner, on social media, the OHA website and in print materials.

How do I turn the photo into a JPEG or GIF format?

➢ Photos must be a JPEG, PNG or GIF file format
➢ Color photos are preferred.
➢ To open photo and change it to JPEG, PNG or GIF format:
  o Go to 'File'
  o Click 'Save As'
  o Click on arrow by 'Save As Type'
  o Select 'JPEG', 'PNG' or 'GIF'
  o Click 'Save'

How to I submit the photo:

➢ **E-mail photos to amber.yors@ohiohospitals.org by 11:59 p.m. December 31, 2023**