

YOU could be this year's Businesswoman of the Year!

CONGRATULATIONS on your nomination for the BYAs.

These prestigious awards, proudly presented by the Women's Business Network, have recognized the accomplishments of outstanding business women in the National Capital Region since 1983. From the nominations received, three finalists are selected in each of the Organization, Emerging Entrepreneur, Established Entrepreneur and Professional sectors in recognition of their accomplishments in the National Capital Region.

Not only are you a successful businesswoman, you are also a role model for the businesswomen of today and tomorrow.

Your BYA Submission

GUIDELINES FOR YOUR SUBMISSION

- You may write your submission in the 1st or 3rd person
- Please complete this submission questionnaire in the space provided in Arial 11 pt font.
- You are encouraged to seek out mentors or professional advice in the preparation of your submission. You are not prohibited from seeking paid professional assistance to draft your submission.

Please provide clear personal and professional details to assist the Selection Committee in assessing your submission. Please note that the Selection Committee will be assessing your submission solely based on the information you have provided to them. Include specific examples wherever possible, including financial or growth data.

Criteria

The Selection Committee uses a weighted point system to evaluate nominee submissions. This system ensures fairness and consistency; however do not feel obligated to provide a comment for each bullet point, or to limit your submission to these points alone. Please remember this submission form is used across all award categories so some bullet points may be better suited to some categories rather than others.

This document uses the words firm, business, practice, organization etc. interchangeably. Please consider this while assessing the applicability of any given bullet point to your situation.

Weighted Criteria

Overall Presentation	5%
Brief Personal Biography	5%
Introduction to your Business/Practice	5%
Proven Business Acumen	35%
Outstanding Leadership Skills	35%
Notable Achievements	15%
	100%

IMPORTANT DATES

Deadline for all submissions	November 30, 2019, End of Day
Finalists announced at the Finalists' Cocktail Reception	February 13, 2020
Finalists Jewelry evening to select the jewels you will wear to the Gala	March 25, 2020
The BYA Gala 5:30- 10:00 p.m., Infinity Convention Centre	April 23, 2020

DEADLINE FOR ALL SUBMISSIONS IS NOVEMBER 30, 2019

Please return this completed form in PDF format to nominations@womensbusinessnetwork.ca

Please note that all applications will be reviewed by the Nominations Committee prior to evaluation by the Selection Committee. Should your application not be selected to move forward, you will be contacted by email.

THANK YOU AND GOOD LUCK!

All questions can be directed to our Nominations Committee at: byanominations@gmail.com

Learn more about the BYAs, FAQs, view previous years' finalists, and to learn more about the WBN:

PERSONAL INFORMATION

Contact information listed below will be the formal name, title and organization name used for all online, news, media releases, press kits, advertising and promotion of the BYAs. Please complete carefully.

First Name:

Last Name:

Organization Name:

Position:

For any promotional content for the BYAs,

1. Please provide how your name and title should be presented, including any designations:

2. Please provide a brief description of yourself (5-6 sentences):

Contact Information:

Mailing Address:

City:

Province:

Work phone:

Home phone:

Email Address:

Best way to reach you (phone/email):

Category of Participation (select one) – please note that you do not have to select the same category that you were nominated in.

Professional

Emerging Entrepreneur

Established Entrepreneur

Organization

If you selected:

- **Professional**

Provide your designation:

By selecting this category you are confirming that you are a member in good standing and are responsible for finding, building and actively growing your practice.

- **Emerging Entrepreneur or Established Entrepreneur**

Provide the year the business was incorporated:

By selecting these categories, you are confirming that you are a founder and/or have significant stakeholder equity and/or have undertaken financial risks in the active building of a business. Please note that emerging entrepreneur category requires the business be in active operation for less than 5 years.

- **Organization**

Please note that your application must demonstrate that you a senior decision-making position in the organization and are actively driving strategy, business operations, and/or development.

Have you or your organization been the subject of any investigation by a governmental body or a civil or criminal complaint?

YES

NO

If your answer is yes, you will be contacted by a member of BYA Nominations Committee.

Nominee Attestation:

I, **(name and title)** of **(organization)** attest to the fact that the contents of my submission are true and complete. I understand any falsification, misrepresentation or incompleteness in this questionnaire is grounds for disqualification at any time.

I understand that placing an X in this box constitutes a legal signature confirming that I acknowledge and agree to the above Nominee Attestation.

I understand that placing an X in this box constitutes a legal signature confirming that I give permission to the BYA Nominations Committee to release my name and contact information to the BYA Gala in order for me to be identified as a nominee during BYA related events.

I understand that placing an X in this box constitutes a legal signature confirming that I hereby grant permission to the Women's Business Network of Ottawa and the BYAs to use my photograph in publications, news releases, online and in other communications related to the mission of Women's Business Network of Ottawa and the BYAs.

My completed submission includes the following:

Completed submission questionnaire form;

Headshot photograph (high resolution in jpeg or png form);

Signature:

Date:

Submission Questionnaire:

1) PERSONAL AND PROFESSIONAL BIOGRAPHY

(Maximum length: one page) – 5%

Please provide a brief biography of yourself. If you are selected as a Finalist for the BYAs this piece may be used to introduce you at WBN/BYA events and in other promotional media.

2) INTRODUCTION – 5%

Introduce yourself and your business, practice or organization. Provide any information that will assist the Selection Committee in understanding your organization, its products or services, and your role in it.

3) PROVEN BUSINESS ACUMEN – 35%

In this section, describe how you have contributed to the success of your organization, business or practice. Provide specific examples of decisions you have made, and the resulting accomplishments achieved in the growth and management of your organization, business or practice.

Please refer to bullet points at the beginning of each section for guidance on completing this section.

3a) Business Operations:

Describe the operations of your organization, business or practice and your contribution to the operations.

- Describe your operational responsibilities (i.e. budgeting, planning, decision-making).
- Describe the environment in which your business or practice operates.
- In what ways have you contributed to the successful operation of your business?

3b) Marketing, Sales and Business Promotion

Describe your contribution to the marketing, sales and business promotion of your organization, business or practice.

- How have you created, established or maintained a market niche for your products or services?
- What is your contribution to your business's competitiveness?
- Describe your responses to business environment change and opportunity.

3c) Business Success and Financial Risk

Professional and Organization Categories: Describe your role and approach as it relates to the financial performance of your business or practice. Include tangible examples of the results achieved and your role in achieving them.

Entrepreneur Categories: Describe your role and approach as it relates to financial performance of your business. Include financial information relating to the size, growth and profitability of your business and information regarding targets established and measures of success.

- What was your role in launching or developing your business or practice?
- What risks (financial and otherwise) did you take to begin or develop your business?
- How do you maintain sound financial management including risk assessment?
- If your compensation is directly affected by business success, you may wish to include that in your responses.

4) LEADERSHIP SKILLS – 35%

What leadership qualities do you possess and in what ways do you demonstrate those qualities?

Please refer to the following bullet points for guidance on completing this section.

- What does leadership mean to you?
- What experiences or people have taught you the most about leadership?
- How would others describe your leadership style?
- Describe your leadership behavior in areas such as: human resources; business competitiveness; establishing and maintaining professional standards; and, change management.
- Describe how your leadership has extended to involvement in the community.

5) NOTABLE ACHIEVEMENTS – 15%

What accomplishments set you apart from other women in business?

Please refer to the following bullet points for guidance on completing this section.

- What achievements, both professional and personal, are you most proud of, e.g., academic achievements, professional accreditations earned, awards received?
- Do any of your achievements relate to the success of others you have mentored? Please explain.