

**2020 HBA Woman of the Year
Nomination Cover Sheet for the Woman of the Year (WOTY) Award
Submissions close 18 October, 2019**

Important Instructions: (please see full information about the process on the [HBA WOTY webpage](#))

This cover sheet should be completed by the key point of contact for the nomination. This person should be known to the organization and the nominee's supporters to be the official point person for the nomination.

Contact from the HBA about the nomination will be channeled through the named key point of contact.

Only one cover sheet should be created and submitted for each nominee.

The key point of contact should encourage others – internal and external to the organization and from a broad range of relationships – to complete [letters of support](#).

All letters of support should be collated by the key point of contact into one document with this cover sheet and submitted to WOTY@HBAnet.org.

If you have supplemental materials, e.g. videos or web-based documents, these should be submitted to WOTY@HBAnet.org.

OFFICIAL NOMINATION INFORMATION

Nominee:

Name: _____
Title: _____
Company: _____
Email address: _____
Business/Mobile phone: _____

Key point of contact:

Name: _____
Title: _____
Company: _____
Email address: _____
Business/Mobile phone: _____
Relationship to candidate: _____

PR/Communications contact: (note: if your nominee is selected as the Woman of the Year, this person will work directly with the HBA communications' team to coordinate press release and official announcements)

Name: _____
Title: _____
Company: _____
Email address: _____
Business/Mobile phone: _____

Confirmation of attendance: (attendance at Woman of the Year is a prerequisite for consideration for this award)

Please check the box to confirm your nominee is able to attend the Woman of the Year events on 28-29 April, 2020.

I confirm that my nominee is able to attend the Woman of the Year events on 28-29 April, 2020