

2024 ACE and ACE Aspire Award Submission Summary

Please note that this is not the submission form; this information is intended to provide an overview of the submission criteria.

Instructions

The online form is designed for companies to compile information about their initiative/program easily, efficiently, and in a similar level of detail as the other submissions to enable a consistent review process by HBA's independent judging panel.

The five criteria for assessment are:

- Business performance
- Execution
- Stewardship
- Sustainability
- Measurable results

The judges seek validation (in the measurable results section) that your initiative/program achieves the intended outcomes and impacts. Please ensure you provide as much qualitative and quantitative data as possible. These submissions are considered confidential documents and viewed only by limited critical staff and the independent judging panel who delete the submission after their review.

The award submission fee is \$1,000/€935. Discounts may apply for Corporate Partners, start-up/small businesses, and non-profits; please contact ACE@HBAnet.org if you have questions.

Submissions will be accepted until **4 June**.

Thank you for your contribution to advancing gender equity!

Acknowledgment

If your initiative is recognized as a 2024 ACE or ACE Aspire Award honoree, you are expected to attend the awards celebration event planned for 24 or 25 September at HBA's Annual Conference in Toronto, Canada. More details will be provided prior to official announcement in September.

Background Information

Submitter Information: name, email, phone number

Company Information: name, company size (# employees), a brief overview, industry sector

Initiative/Program Information: name, the year started, # current participants/members served by the initiative/program, target population(s) the initiative/program is meant to serve, if men are included, location(s) involved

Criteria

- 1. Business Performance** - Positioning and impact of the program on the business, the company strategy, and/or the company's competitive edge
 - Please describe how the initiative/program was designed to support a company's strategy or business objective(s). (suggested max word count=250)
 - If the initiative/program has enhanced your company's competitive edge, please share how. (suggested max word count=250)
- 2. Execution** - Implementation and operational excellence
 - Please describe your initiative/program, including how you developed it, how it evolved over the year(s), and any other information you think is relevant to explain the scope. (suggested max word count=500)
 - Please describe how employees are made and kept aware of this initiative/program, e.g., communication tools, channels, and/or processes. (suggested max word count=300)
- 3. Stewardship** - Depth and breadth of the organization's commitment to the initiative/program
 - Please share how (including specific examples) your executives and senior leaders have formally and informally displayed support for this initiative/program. (suggested max word count=300)
 - Please describe the governance model/infrastructure you leverage to manage the program, e.g., committees, high-level roles and responsibilities, terms, and succession plan. (suggested max word count=300)
- 4. Sustainability** – Longer-term viability and value
 - Please describe the resources and budget this initiative/program requires and how/who you go to in efforts to secure these resources and budget. (suggested max word count=300)
 - Please describe how you gain feedback for continuous improvement and what participants say about the program. (suggested max word count=350)
 - Please describe how your program/initiative is scalable for greater impact. (suggested max word count=300)
- 5. Measurable Results** - Quantification of engagement, participation, and/or impact with regards to individuals, employee population, and/or company at large
 - Please share the outcomes of the initiative/program, sharing quantitative and qualitative data to demonstrate the positive impact on the advancement of women in your organization and the achievement of business objective(s) mentioned in the Business Performance section. Note: supporting documents can be uploaded on the last page of this submission. (suggested max word count=750)
 - Please describe how the results compared to the stated goals and whether you used external benchmarks to track performance. (suggested max word count=400)
 - Do you share the outcomes and progress metrics with anyone in the company? If so, please describe what you share, how, and to whom you share this information. (suggested max word count=300)

Optional Supplemental Information

You may attach up to three documents to supplement your submission if you think these are needed to assist the judges in assessing your initiative/program. If the file size is greater than 16MB, please provide a link.