

2020 HBA Woman of the Year
Letter of Support Instructions for the Woman of the Year Award
Submissions close 18 October, 2019

Overview:

Letters of support provide substantiation of the nominee's credibility for this prestigious award.

Your letter of support should be sent to the lead contact for the nomination. This person will compile and submit the required documents for a strong award package.

Completed submissions are due by **18 October**, so please check with the lead contact for the date s/he needs the letters of support.

Letters of support can be written in any format of your choosing, e.g. an email or Word document, and can range from a few paragraphs to a full page.

Suggested content:

To craft an effective letter of support for your candidate, please ensure you include key information:

- Nominee's name
- Your name, title and company
- Your relationship to the nominee

To ensure the judges have a full appreciation for your nominee's candidacy, please consider why you believe she should be the 2020 HBA Woman of the Year. This is best done by considering the following attributes and provide examples that demonstrate her competence as an:

- executive who has been a role model for excellence in leadership
- dedicated developer, mentor and sponsor of women and male allies
- inspirational persona
- proponent of the benefits of gender diversity, inclusion and belonging
- effective speaking ability leveraging storytelling and thought leadership
- track record as a supporter of the HBA
- meaningful impact to the healthcare and life science industry