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**2018 Honorable Mentor Nomination Information Sheet**

This Information Sheet and letters of support should be compiled into one submission packet and submitted via email to**woty@hbanet.org** **by Friday, October 27, 2017**.

**Nominee for the 2018 HBA Honorable Mentor award:**

Name and title:

Company:

Email address and phone:

**Key contact:** *(note: this person will receive communications from the HBA)*

Name and title:

Company:

Email address and phone:

Relationship to candidate:

**PR/Communications contact:** *(note: if named HM, this person will work with HBA communications)*

Name and title:

Company:

Email address and phone:

**Please confirm your nominee is able to attend the WOTY events on May 2 and May 3, 2018.**

 Yes ~ No ~ I do not have access to his calendar

**Nomination information:** *(note: please see full information about the nomination process and best practices on the* [*HBA Honorable Mentor webpage*](http://www.hbanet.org/woman-of-the-year)*)*

* Supplemental information via letters of support\* are requested that fully describe how the nominee:
	+ personal dedication to developing, mentoring and sponsoring women in the industry
	+ strong, committed advocate for current and future women leaders
	+ recognized gender ally, dedicated to maximizing female talent in their organization
	+ strong supporter of HBA’s core purpose to further the advancement and impact of women in the business of healthcare
* Additional documentation in a variety of media are welcome, e.g. videos and web-based documentation.
* All contact from the HBA will be made with the named key contact.
* For those who wish to re-nominate a previous Honorable Mentor award candidate, please complete the Information Sheet and confirm that we are able to use previously submitted references.
* If you have questions regarding the nomination requirements or the potential for your company to be an HBA Corporate Partner or WOTY event sponsor, please contact Theresa Straub.

*\*Please be sure to include the submitter’s name, title and company on all letters of support.*