

Business Woman of the Year Awards Submission Guide

Congratulations

This Submission Guide is for the reference of the nominees for the Sunshine Coast Business Woman's Network (SCBWN) Business Woman of the Year Awards. These Awards are designed as a true celebration of the enormous contribution Nominees make to the Sunshine Coast business community.

This Submission Guide provides you with the information you need to enter these prestigious Awards.

Submissions are due by 11:55pm on Saturday 6th June 2023.

Winners of each Category receives:

- a trophy and certificate, as well as their names added to the prestigious list of names on the perpetual trophy
- 12 months complimentary SCBWN Membership
- Choice of complimentary attendance at four (4) of the SCBWN breakfast, lunch or cocktail monthly events (there are nine (9) events held throughout the year for the winner to choose from)
- One (1) ticket to the 2024 Purple Room event
- One (1) ticket to the 2024 Awards Gala event

Past winners have told stories of their increased profile within the business community, enhanced business opportunities and profitability rises as a direct result of winning these Awards.

We wish to make this an enjoyable and friendly experience that will allow you to reflect on your business story and celebrate your achievements to date.

Best of luck!

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Step One: Check you are eligible to enter.

You are eligible to enter if you:

- Are a female who is living in Australia and is either an Australian citizen or has Australian residency status; and,
- Have been associated with the nominated business, located within the boundaries of the Sunshine Coast Council or the Noosa Council, **since 1st August 2022**; and,
- Agree to the Terms and Conditions of Entry for the SCBWN Business Woman of the Year Awards as found on the SCBWN website; and if,
- Are a category winner (excluding Outstanding Business Woman):
 - two (2) years must have passed (since you won) if you are entering another category, or
 - five (5) years must have passed (since you won) if you are entering the same category.

AND you are NOT:

- an employee, or on the Executive Committee of, the SCBWN; or
- employee or business owner of a Sponsor of the SCBWN Business Woman of the Year Awards *for the specific category* for which you are entering; or
- an Outstanding Business Woman winner (for any year).

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Step Two: Understand the Awards Process

There are a number of key dates and steps to the Awards Process that you can prepare yourself for now. We encourage you to put these key dates into your diary as soon as possible.

Stage	Key Dates	Your Actions
RSVP and attend a Zoom Workshop (Not mandatory)	Tuesday 9/5 at 5pm – 5:45pm Wednesday 17/5 at 5:30pm - 6:15pm Thursday 25/5 at 5:30pm - 6:15pm This Workshop will assist you in your Submission process and provide a forum for your questions to be answered. Past applicants have informed us that this Workshop is valuable to their submission process.	RSVP to judge@scbwn.org.au by COB 2 days prior to each workshop. A link to the workshop will be provided upon receipt of your RSVP. You do not need to attend every workshop.
Submission Due Date	Saturday 10th June 11:55pm Late Submissions are not accepted. Submissions that have started but not be formally submitted will not be included in the Judging process.	You must have formally submitted by this date and time.
Become a Finalist	By Thursday 29th June You will be advised if you have become a Finalist by the Judging Chair and the results will also be published on SCBWN Website, SCBWN social media platforms and in My Weekly Preview.	Celebrate!
Update your Finalist Profile online	Upon announcement of your Finalist status, we will prompt you to answer some media questions for publicity purposes. This information does not relate to your judging.	Follow the prompts provided to complete the media questionnaire.
Attend an official photo shoot and complete a short media questionnaire	My Weekly Preview will contact you to organise a time for a professional Head Shot photo shoot at their compliments. This head shot will be utilised for our 2023 Awards Process.	Schedule a 15-minute photo shoot with My Weekly Preview. They will contact you. Your photo and media questionnaire will be used in My Weekly Preview and on the SCBWN Facebook page and website.

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Stage	Key Dates	Your Actions
Attend a formal interview	When we contact you to advise that you have become a Finalist, we will also schedule your 30-minute interview on the dates of Monday 17th, Tuesday 18th or Wednesday 19th July.	Place a tentative note in your diary for each of these dates. Your date and time will be confirmed when you are notified of becoming a Finalist.
Attend the Purple Room Event	Wednesday 26th July at 5.30pm Venue to be advised	An invitation will be forwarded to you by the SCBWN for your RSVP. Meet the other Finalists, Current Business Woman of the Year Winners and Sponsors. We will answer all of your questions about the Gala Award Ceremony.
Attend the Gala Awards Ceremony	Thursday 3rd August 2023 from 6pm Venue to be advised	The process culminates on this Gala evening with the Category winners' announcement. Invite your friends and family, dress up, prepare your 2-minute acceptance speech and celebrate your achievements to date.
Become a Winner of your Category, Sustainable or Outstanding Business Woman of the Year	Winners will be announced at the Gala Awards Ceremony and will spend the twelve months post celebrating their achievements and becoming an Ambassador of the SCBWN.	As a winner you will be asked to: <ul style="list-style-type: none"> • Attend a minimum of four (4) SCBWN functions in 2023/2024 • Be available for your Category Sponsor for media opportunities • Present at a SCBWN Business Networking event • Attend the 2024 Purple Room event • Attend the 2024 Gala Awards Ceremony to present the 2024 recipient with their Award

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Step Three: Choose your Category

There are four award Categories. As a Nominee you choose the Category that you would like to be judged, and are eligible for, dependent on your business situation.

Award Category	Category Guide
Young Business Woman of the Year Sponsored by Home Care Assistance Sunshine Coast	A Business Owner or Employee who is 19 – 35 years old as at 1st August 2023. A Young Business Woman can choose another Category to enter if they are eligible for that Category.
Corporate Business Woman of the Year Sponsored by BOQ Maroochydore	A Business Owner with more than five (5) full-time equivalent staff employed by the business.
Micro Small Business Woman of the Year Sponsored by University of the Sunshine Coast	A Business Owner who employees five (5) or fewer full-time equivalent staff.
Professional Business Woman of the Year Sponsored by Pacific Ford	An Employee who has no ownership in the business they are nominated for.

The recipient of **Sustainable Business Woman of the Year** is chosen from the above categories as the person who is most focused and active in creating a sustainable business for the future. This Category is sponsored by the Sunshine Coast Council.

The recipient of the award for the final category, the **Outstanding Business Woman of the Year Award** (sponsored by Pacific Law) is selected from the Finalists across all categories by the Judging Chair, Written Judges and Interview Judges.

If you are unsure of your eligibility for a Category, please do not hesitate to contact the Judging Chair (judge@scbwn.org.au) for a discussion and confirmation of Category Choice.

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Step Four: Prepare and collate your Submission

There are three different types of Judges involved for this Award Process:

- Selection Panel – determines the Finalists from all submissions entered.
- Written Judges – only sees the written submission of the Finalists, and does not meet you face to face.
- Interview Judges – only meets the Finalists face to face, and does not see your written submission.

We therefore encourage you to put your best foot forward in both the written and interview stages of judging and assume neither type of Judge knows anything about you.

Your online submission must include:

Section	Details
<p>Setting up your submission online</p>	<p>Visit the Sunshine Coast Business Women’s Network at https://scbwn.awardsplatform.com</p> <p>Login and create your username and password on your first login. NB: If you have entered previously either SCBWN or SCB awards, you will need to use previous username and password however you can change either of these.</p> <p>Provide us with your:</p> <ul style="list-style-type: none"> • Your full name • Your business name • The award category you are submitting for • If you are the owner of your business please also include the number of full-time and part-time/casual staff you have

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Section	Details
<p>Tab One: Your Profile</p>	<p>To set the scene, please provide a 150 word profile about you – your industry, business and what you do.</p> <p>Your profile should include:</p> <ul style="list-style-type: none"> • Your name and title • Your business/company/organisation name • A brief description of what your organisation does and your current business role and responsibilities • A brief overview of your personal and business achievements • Any other information relevant to your career success <p>Please note this profile may be used for publicity purposes.</p>
<p>Tab Two: You</p>	<p>Q1: What is your personal point of difference, and how does it contribute to the success of the business you own or work in?</p> <p>Q2: How do you define and measure success, both personally and professionally?</p> <p>Q3: How do you design your personal and professional life to ensure you can sustain your success?</p>
<p>Tab Three: Your Business</p>	<p>Q4: Share with us your values and how these align with the way you lead yourself and others.</p> <p>Q5: Nominate your top five elements of a successful business, and how you monitor these in the business you own or work in today?</p> <p>Q6: Using a timeline, outline your business goals and identify what measurable outcomes you will use to monitor the success of these.</p> <p>Q7: What insights have you gained from dealing with a difficult situation or conflict in your business?</p>

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Section	Details
Tab Four: Your World	<p>Q8: What is impacting your sector/business, and how will you guide your business to respond to/prepare for the future?</p> <p>Q9: Nominate a successful business person, and describe how this person has influenced your business model and/or your values.</p> <p>Q10: What is your definition of sustainability? Describe how this definition is demonstrated in your business.</p>
Tab Five: Business Woman of the Year	<p>Q11: Why should you be recognised as the 2023 Sunshine Coast Business Women's Network Business Woman of the Year?</p>
Tab Six: Brief History	<p>Please provide a brief history of your professional career, including:</p> <ul style="list-style-type: none"> • organisations that you have worked with • a brief summary of your position in each organization • your professional education
Attachments	<p>Please provide:</p> <ol style="list-style-type: none"> 1. A professional photo 2. Three (3) business reference letters 3. Two (2) personal reference letters 4. Any certificates for qualifications or Awards that supports your submission, and 5. If applying for Micro Small or Corporate Business Woman, a Certificate of Registration of Company/ Business Name

You may save and exit your submission at any point.

Note: We strongly suggest you continue to check that you have maintained internet connection and save your work regularly. We have had instances of submissions being lost due to internet connection failures or the failure to save as you go.

Don't forget to officially submit your online submission by hitting the SUBMIT option prior to Saturday 10th June 2023 at 11:55pm.

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Contact Information

The SCBWN is honoured to have your involvement in the 2023 Business Woman of the Year Awards. These Awards maintain their credibility in the Sunshine Coast community because of the integrity of process.

A Judging Chair is appointed to guide this process and maintain the integrity, credibility and prestige of these Awards for all past, future and current Awards holders. The 2023 Judging Chair is Michelle Hamer.

As Judging Chair, Michelle is available to answer any questions you may have and assist you throughout this exciting and rewarding process.

Other documents you may also wish to reference can be found on the SCBWN website including:

- 2023 Terms and Conditions of Entry
- 2023 Frequently Asked Questions

If you wish to contact Michelle at any point, please do not hesitate to do so.

Michelle Hamer

Judging Chair

Sunshine Coast Business Women's Network Business Woman of the Year Awards

0458-837-454

judge@scbwn.org.au