



MEMBER OF THE PHASENYNE
NETWORK OF COMPANIES



2018 Canada's Most Powerful Women: Top 100™ Nominations FAQ

ELIGIBILITY

Who can be nominated for a Top 100 Award?

A woman who you believe meets the criteria for the category in which you would like to nominate. Award Winners have included women from all walks of life. They range from businesswomen, bureaucrats and lawyers to doctors, journalists, scientists, arts administrators and not-for-profit executives. What Top 100™ Award Winners have in common is they are proven achievers who are strong contributors to their organizations, their fields of endeavour and their communities. We encourage you to nominate as many powerful, inspirational women you know.

Is there a nomination fee?

No. New this year, we have eliminated the nomination fee to allow for a more diverse background of women from all industries.

May I nominate myself?

Yes. Individuals can submit a self-nomination.

May I nominate someone in more than one category?

No. You may not nominate the same woman in more than one category.

Can an organization of any size nominate an employee?

Yes. Employers range in size from over 40,000 employees to one in the case of a self-employed individual.

Are women from not-for-profit or public sector organizations eligible?

Yes. All powerful women are eligible.

How many employees may I nominate from my organization?

The Top 100™ Diversity Champions will receive from WXN a maximum of three Nominations from the same organization within the same category, regardless of the Nominator. If WXN receives more than three employee Nominations from the same organization within the same category, WXN will contact the organization and ask them to withdraw one or more Nominations so only three are received. These three Nominations (per category) are then brought forward to the Top 100™ Diversity Champions. You may nominate any number of individuals outside of your organization. If you are nominating an individual that is outside of your organization please be sure to reach out to that organization to ensure they haven't completed and submitted their maximum of three nominations.

Note that the Corporate Directors category is exempt from this limitation. Three employee Nominations, within any category, may be accompanied by additional Corporate Director Nominations.

May I nominate someone who is a previous Top 100™ Award Winner?

Yes. An individual may win the Top 100™ Award up to three times. If an individual is nominated a fourth time, the Diversity Champions may choose to award the individual through an induction into Canada's Most Powerful Women: Top 100™ Hall of Fame.

What are the criteria for induction into the Canada's Most Powerful Women: Hall of Fame?

An individual may win the Award up to three times. If she is nominated a fourth time, the Diversity Champions may choose to recommend her induction to Canada's Most Powerful Women: Top 100™ Hall of Fame.

The person I have in mind has recently left their role. May I still nominate her?

Nominees must be in the role for which they have been nominated as of December 31, 2017.

Does the Nominee have to be a Canadian citizen?

Nominees are not required to be Canadian citizens but her achievements must be making a significant contribution in Canada. Canadian citizens do not have to be working in Canada at the present time, allowing women to be honoured for their achievements who happen to be on a global assignment.

Can the Nominee be in public office?

No. Nominations will not be accepted for an individual who is currently holding public office in any category.

I am being nominated for the Corporate Directors category; do I include every board I have ever been on?

Please only list the Canadian public or privately-held companies, Canadian crown corporations, international public or privately-held companies, Canadian Universities, and/or Canadian Hospitals board that you were sitting on as of On December 31, 2017.

Who will be vetting the nominees for Canada's Most Powerful Women: Top 100™?

Our vetting process is completed by our Diversity Champions and Proxy Committee. Our Diversity Champions serve as brand ambassadors and act as an advisory board to help our organization impact change in Canada in respect to gender diversity, visible minorities, indigenous persons, persons with disabilities and the LGBTQ. Our Proxy Committee are made up of a select group of executives who support the vetting process.

Women's Executive Network reserves the right, in our sole discretion, to extract an Award from a Top 100 Winner in the cases of criminal investigation, allegation, accusation or charges.

NOMINATION PACKAGE

How is the Nominee's privacy protected?

All information provided during the nomination process is confidential to ensure that the privacy of those individuals and the companies they represent is upheld. The detailed financial information provided in the Nomination Package is shared only with the two to three Diversity Champions reviewing candidates in one category, the Diversity Champion Chair and a two-person secretariat. All of these individuals have signed a confidentiality agreement in accordance with the Nomination process to ensure that the privacy of each Nominee is upheld. If a Nominee is selected as a Top 100™ Award Winner, all private information (financials, contact details etc) provided in the Nomination Package will remain confidential.



WXN uses SSL (Secure Sockets Layer) technology to establish an encrypted link between the server and the client. Data such as credit card numbers, login credentials and financial information will be transmitted securely.

What do I provide in the Top 100™ Nomination Package?

- Nominator Information
- Nominee Information
- Category-Specific Questions
- Financial Data (Required only for Entrepreneurs Award categories)
- One Internal Letter of Reference (maximum of one page)
- Ownership Position Letter – This is a letter under the signature of the organization's CFO or outside accounting firm verifying Nominee's ownership position (Required only for Entrepreneurs category)
- Nominee's Digital Headshot (High-resolution, colour image, minimum 300 dpi resolution, max 2MB, JPEG or TIFF)
- Nominee's Biography (one page maximum, Word Document)

Who can provide an internal reference?

The internal reference letter may be provided by anyone within the organization of the Nominee including a member of the organization's board of directors.

The judges will note who provides the references. Only one internal reference letter written within the period of nominations, which are one page maximum each, will be accepted.

While I am preparing the Top 100™ Nomination Package, I may have questions. Who may I contact with my questions?

We invite you to dial into one of our three 30-minute conference calls to receive an overview of the Nominations process and to ask any questions. The dates are:

DATE & TIME	DIAL-IN	MEETING NUMBER
March 29, 2018 at 2:00 pm ET	1-877-668-4490	666 627 953
April 19, 2018 at 2:00 pm ET	1-877-668-4490	666 184 897
May 3, 2018 at 2:00 pm ET	1-877-668-4490	665 822 677

May I include my resume and/or articles along with my submission?

No. Any additional material other than what is requested will not be accepted and will be removed from the nominations package.

Once I submit the online Nomination Package, what's next?

Once the online Nomination Package has been submitted, you will be taken to a confirmation page. You can review your submission(s) at any time by logging into your account. Please note that WXN cannot review a submission in progress, only completed and submitted Nominations are logged in the system. You will not be able to edit an application after submission. Nominees will be contacted in August 2018 and advised if their Nomination was successful or not. Nominators will also be contacted in August 2018 and advised if their Nominee has been selected or not.



May I submit my Top 100™ Nomination Package by email?

No. The entire Top 100™ Nomination Package must be submitted online.

What is the final Nomination deadline?

All Nominations must be received by 5:00 pm ET on Tuesday, May 15, 2018.

SELECTION PROCESS

How do I know you have received my Top 100™ Nomination Package?

Once the online Nomination Package has been submitted, you will be taken to a confirmation page. You can review your submission(s) at any time by logging into your account. You will not be able to edit an application after submission.

How are the Top 100™ Award Winners chosen?

We review each Nomination Package to verify that the Nominee meets the selection criteria for the category in which they were nominated. WXN will contact the Nominator if we require any clarification. In selecting the Award Winners, our Top 100™ Diversity Champions consider the Nominee's achievements in the context of the Selection Criteria of the category in which the Nominee has been nominated.

Once the Top 100™ Diversity Champions have made their decisions, when will the Nominees be contacted?

Nominees will be contacted in August 2018 and advised if their Nomination was successful or not. Nominators will also be contacted in August 2018 and advised if their Nominee has been selected or not.

When will the 2018 Top 100™ Award Winners be announced to the public?

The 2018 Top 100 Award Winners list will be made public in November 2018.

2018/2019 FORMAT

What are the timelines for this season's Top 100™ celebrations across the country?

2018 Top 100™ season has traditionally launched in Toronto in November (the week of American Thanksgiving) where we reveal all Top 100™ winners across the country and celebrate them on the same stage.

Celebrations would then happen regionally (Vancouver, Calgary, and Montreal) in Q1 of the following year. This allowed winners who were not from Ontario to be celebrated locally in front of their family, friends, and colleagues.

In preparation for the changes to the 2019 Top 100™ season, the 2018 season will see the following calendar of events take place:

- Toronto: November 22, 2018
- Vancouver: January 17, 2019
- Calgary: January 24, 2019
- Montreal: January 31, 2019
- Halifax: February 7, 2019



What changes are we to expect for the 2019 Top 100™ season?

It has always been the goal of the organization to review and adjust the order in which we celebrated our Top 100™ Award Winners so that we may distribute the celebrations more equally and not have the focus be so Ontario-centric. We also will be introducing a system that selects and awards regional and national winners.

More information and details will be coming this summer.

