**Date:** **October** **11,** 2**019**

**TO:** **ALL** **MAC** **BAES**

**FROM:** **Caroline** **Kruger,** **MAC** **Awards** **Committee** **Chair** **RE:** **MAC** **TOBY** **Timeline** **Information**

**MAC** **Regional** **Outstanding** **Member** **of** **the** **Year** **Program**

**MAC** **REGIONAL** **TOBY** **TIMELINE:**

Each Local TOBY winner is eligible to compete for the BOMA Mid-Atlantic Conference (BOMA MAC) Regional TOBY Award.

1) **PRE-JUDGING** **OPTION** –

To take advantage of pre-judging feedback/comments, please submit a copy of the entry submission to Sharon Moran, MAC Executive Director no later than **November** **25,** **2019** **at** **midnight**. These submissions should be electronic text versions and sent via e-mail to  executive@bomamac.org. These submissions will be reviewed by a group of TOBY experts from the local BOMAs in the BOMA MAC. These folks will be “pre-judging” by reviewing all submissions and returning comments and suggestions to make the entry stronger. After the BOMA MAC representatives have a chance to review the submission, each local entrant will receive their submission back with the comments written directly on the submission pages. Once the entrants have the comments, they will have more than a month to make changes to their online submissions. Entrants who participate in the PRE-JUDGING OPTION are not required to use the suggestions made by the BOMA MAC representatives, though they are extremely helpful.

2) **DEADLINE** **FOR** **SUBMITTING** **THE** **MAC** **REGIONAL** **TOBY** **ENTRY**

All online submissions for the MAC Regional TOBY Award ***must*** ***be*** submitted through the BOMA International TOBY site. The site is now open and close on January 27, 2020 at midnight. All Regional submissions are done online. Entrants must make the required payment to BOMA International upon registering their submission. This can only be done with a credit card.

Please keep in mind that up until the January 27, 2020 final submission date, entrants can log in as often as they like to update their portfolio. Entrants should showcase their building through the descriptions and information in their submission. Also, remember that there are word limits for some of the sections, so make sure entrants are cognizant of the space limitations.

**3)** **MAC** **JUDGING** **TIMEFRAME**

Judging for the MAC Regional TOBY Awards will take place from **January** **29th** through **February** **27th**. Judging will be online. We anticipate the winners will be notified after March **10th**. All winners will know well in advance if they are Regional winners so that they can plan to attend the awards event at the MAC Conference.

**4)** **DATE** **OF** **THE** **BOMA** **MAC** **CONFERENCE** **&** **TOBY** **AWARDS** **DINNER**

The Middle Atlantic Conference will take place April 22-April 23, 2020. This year the MAC Conference will be held in Albany, New York. Additional information is posted on the website site: <http://www.bomamac.org.>

**5)** **NEXT** **STEPS** **FOR** **MAC REGIONAL** **WINNERS**

The winners at the Regional level will then go on to compete in the BOMA International TOBY Awards, which will be held on June 24, 2020 in conjunction with the BOMA International Conference in Philadelphia, PA. Please note that entrants will not be able to edit their entry after the January 27th deadline as the MAC entry is also the final BOMA submission. The winners for the BOMA International TOBY Awards are not announced until the Awards ceremony. Winners will not know in advance if their building is a BOMA International winner.

**REQUEST** **FOR** **REGIONAL** **TOBY** **JUDGES………..**

We are asking all the Local Associations in the MAC Region to provide judges.

We request at least one judge from each Local for the pre-judging program.

Most importantly, we request 3-10 judges per local (depending on the size of your local TOBY program) to participate in the MAC TOBY review.

The judging experience is a great opportunity for your local members, especially those involved in your local TOBY program.

**MAC** **REGIONAL** **OUTSTANDING** **MEMBER** **OF** **THE** **YEAR**

Please see the attachment for details and eligibility requirements for the MAC Outstanding Member of the Year. Please note that the deadline for submissions will be **DECEMBER 20, 2019.**

If you have any questions, please feel free to contact me or Sharon.

Thank you,

*Caroline* *Kruger* MAC Awards Committee Chair

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