



Online International Virtual Assistants Convention

May 17 - 19, 2012

2012

Congratulations!

You have been nominated to receive the

2012 Thomas Leonard Virtual Assistant of Distinction Award

presented by the Online International Virtual Assistant Convention (OIVAC) and the Alliance for Virtual Businesses.

The next step in the Award Process is for you to show us why you are the best candidate for this award. Shine for us!

Attached are five files:

1. Award Criteria – this document outlines the nomination process; eligibility requirements; submission criteria; the judging panel; and what the winner will receive.
2. Client Testimonial Form – this document requires you to obtain one or more client testimonials to submit with your information.
3. Award Submission – this document includes instructions for submitting your information as well as a number of questions that will give us an idea of your qualifications and participation in the VA industry.
4. Website graphic – show off the fact that you have been nominated for this prestigious award by displaying this graphic on your website.
5. Nomination Certificate – print this and display it in your office for all your clients and visitors to see.

Your complete award submission needs to be returned to nominations@oivac.com no later than May 6, 2012, no exceptions.

The winner will be notified by May 15, 2012 and MUST be able to attend a virtual award ceremony on Friday, May 18, 2012 from 5:00pm to 7:00 pm EST (New York time).

If you have any questions, please email us at ivad@oivac.com.

Congratulations once again on your nomination!

MVA, PREVA, OIVAC Chair