



TIMELINE FOR THE OFFICE BUILDING OF THE YEAR (TOBY) AWARDS

LOCAL

- Local TOBY “Call for Entries” applications sent to AOBA members in January. Deadline for application submission, late March.
- TOBY Instructional Seminar held in February.
- Judging takes place in May. Winners remain confidential until presentation.
- Awards presented to local winners in June at a luncheon celebration in the DC area.

Note: Local level judging does NOT include a portfolio.

REGIONAL

- Regional entrants are required to generate an electronic portfolio.
- Meetings for entrants are held during the process as needed to provide support and review.
- Draft of portfolio due mid-December. Entrants will receive comments and suggestions from BOMA to enhance final portfolio.
- Regional electronic portfolios are closed for editing and captured in late January.
- Regional judging of portfolios takes place at the BOMA Winter Business Meeting in late January and early February and winners are notified prior to presentation.
- Awards are presented to Regional TOBY winners at the BOMA Middle Atlantic Conference (MAC) in spring (location TBD).

INTERNATIONAL

- International judging of Regional winners takes place in May in Washington, DC and winners remain confidential until presentation.
- International level TOBY awards are presented in June each year at the BOMA Convention (location TBD).