



A GLOBAL
EXCHANGE
FOR **CHANGE**
[October 23 - 25, 2014] Los Angeles, California

Call for International Participation General Information Guidelines

The Society of Women Engineers (SWE) and the International Network of Women Engineers and Scientists (INWES) have joined forces to host the 16th International Conference for Women Engineers and Scientists (ICWES16), to be held in Los Angeles, California from October 23-25, 2014.

This international conference, which has been held almost every three years since 1964, attracts engineers and scientists from all over the world, providing a unique opportunity to exchange information on their work, careers and efforts to encourage the effective participation of women in all aspects of Science, Technology, Engineering, and Mathematics (STEM) in their country and worldwide.

We anticipate more than 6,500 women from around the world will participate to exchange ideas and advocate for change to build a better future worldwide. The conference will provide an opportunity to discuss innovative technologies in the 21st century across the engineering, science and technological professions and network with colleagues in business, academia and government.

Over three days, the international track will explore the following three themes:

- 1) Innovations, research and achievements in the various fields of engineering, science and technology.** Presentations on innovations, recent research and/or acknowledged achievements in the fields of science, engineering and technology, such as medical advances, biotechnology, nanotechnology, or information technology, to improve quality of life.
- 2) New ideas and solutions to contemporary problems including climate change, water management, renewable energy and sustainability.** Presentations considering a wide range of topics including the challenges of climate change, water and resource management, renewable energy, waste management, sustainable practices, the ecology and the environment.
- 3) Attracting, developing, promoting and retaining women engineers and scientists.** Presentations highlighting outstanding practices, initiatives and programs to attract, develop, promote and retain women to science and engineering education and in professions including outreach to girls K-12, work life balance, gender policy, education, management of cultural differences, leadership development and entrepreneurship.

A concerted effort is being undertaken to obtain sponsorships and funding to provide travel grants for selected speakers. Please indicate in your submission, whether a travel grant will be required to cover your travel expenses and the approximate US \$ amount.



A GLOBAL
EXCHANGE
FOR **CHANGE**
[October 23 - 25, 2014] Los Angeles, California

Content is being sought for the International Track for various audiences, themes and formats. The submission deadline is January 31, 2014.

Submission link:

<http://precis2.preciscentral.com/Public/UserLogin.aspx?P=D805325BAA88D2EAC09CF6B39E6E3F65&Reload=True&ID=610A7977D087699A>

Please download and review the **Speaker Overview document** prior to submission for more guidelines and suggestions.

Audience

- Collegians and recent graduates
- Emerging Technical Leaders
- Experienced technical professionals
- Seasoned technical leaders, managers and educators
- Executives and entrepreneurs
- Academics and thought leaders

International Track Session Themes

- 1) Innovations, research and achievements in the various fields of engineering, science and technology
- 2) New ideas and solutions to contemporary problems including climate change, water and resource management, renewable energy and sustainability.
- 3) Attracting, developing, promoting and retaining women engineers and scientists.

Session Formats

- Lecture Presentations (45 minutes + 10 minutes Q&A)
- Workshops (1 or 2 hours)
- Panel Discussions (1 hour)
- Lightning Talks (15 minutes + 5 minutes Q&A)
- Posters

Submission Guidelines

Note: All submissions must be in English

- Title of Presentation
- Intended Audience
- Session Theme/Track
- Session Format
- Learning Objectives



- Abstract (200 words or less)
- Presenting Author: name, title, employer, address, e-mail and fax
- Short biography (50 words or less) including a very brief description of responsibilities and educational background. Note: If there is more than one speaker/author, information for each must be provided.
- Travel Grant information: economy airfare, local travel, hotel accommodation, visa application, and/or registration

All submissions will be reviewed by the ICWES16 Committee and authors will be notified by March 29, 2014 as to whether or not their presentation has been selected.

For more information or if you have difficulties completing your submission online, please use “Support” link listed on the Call for Participation site, or you may contact us at icwes16@swe.org.



ICWES16 Call for International Participation Application

Submission Deadline: January 31, 2014 (11:59 p.m. EDT, USA)

Speaker Notification: ICWES16 Committee members will notify all international speakers of an accepted or declined proposal via email by March 29, 2014.

Primary Contact:

Name:

Title:

Employer:

Full Address:

Email:

Phone:

Fax:

Presenter(s) biographical information, degree(s) and institution(s). Include any information that supports why this presenter brings a unique perspective to the topic. Please limit description to 50 words for each presenter.

Session/Presentation Title:

Session/Presentation Description (please limit description to 200 words):

Please provide one or two learning objectives for the proposed session.



A GLOBAL
EXCHANGE
FOR **CHANGE**
[October 23 - 25, 2014] Los Angeles, California

Please Select a Session Track (for learn more about each track)

- 4) Innovations, research and achievements in the various fields of engineering, science and technology
- 5) New ideas and solutions to contemporary problems including climate change, water and resource management, renewable energy and sustainability.
- 6) Attracting, developing, promoting and retaining women engineers and scientists.

Please Select a Session Format

- Lecture Presentations (45 minutes + 10 minutes Q&A)
- Workshops (1 or 2 hours)
- Panel Discussions (1 hour)
- Lightning Talks (15 minutes + 5 minutes Q&A)
- Posters

Target Audience (you may select multiple audiences)

- Collegians and recent graduates
- Graduate students
- Emerging technical leaders
- Experienced technical professionals
- Seasoned leaders and managers
- Academics and thought leaders
- Executives in industry or government
- Entrepreneurs



Travel Grant Information: Please indicate whether a travel grant is necessary if your presentation is accepted along with an estimate of the items you require: economy airfare, local travel, hotel accommodation, visa application and/or registration.

Please include any other comments that you think are important to consider when we evaluate this session for the conference program.

If you have questions about this document, please contact us at icwes16@swe.org.



A GLOBAL
EXCHANGE
FOR **CHANGE**
[October 23 - 25, 2014] Los Angeles, California

ICWES16 Speaker Kit

Your Commitment to Present

It is an honor and a privilege to be asked to present a paper or poster at an ICWES conference. By sharing your expertise, you make an invaluable contribution to the advancement of women in STEM and to the individual learning of all the participants.

If you are selected, please view this opportunity as a commitment like any other and ensure that you are able to deliver the session or poster by securing the support of your employer or organization and managing your workload to keep this time open for both the presentation and associated travel.

Target Audience

A majority of the conference participants are women engineers, scientists, managers, executives, students and academics from around the world. The conference audience ranges from undergraduates to highly experienced full-time professionals. The expected attendance for WE14/ICWES16 is more than 6,500 participants from over 30 countries. Please ensure that your content is suitable for a diverse audience and try to include examples and research that would be of interest to our international participants.

Tracks and Topics

In order to create a well-rounded conference program and respond to feedback from attendees at previous SWE National Conferences and ICWES Conferences, there will be separate tracks for the traditional SWE programs as well as an International Track.

The ICWES16 Committee is seeking proposed topics that are in line with the International Track themes as follows:

- 7) Innovations, research and achievements in the various fields of engineering, science and technology
- 8) New ideas and solutions to contemporary problems including climate change, water and resource management, renewable energy and sustainability.
- 9) Attracting, developing, promoting and retaining women engineers and scientists.

Proposals for topics outside this programmatic framework will only be considered if the content substantially supports the overall theme of the conference - **A Global Exchange for Change**.



A GLOBAL
EXCHANGE
FOR **CHANGE**
[October 23 - 25, 2014] Los Angeles, California

International submitters should ensure that your presentation of the topic includes the perspective of your own country or region.

Session Development

ICWES conference sessions are primarily learning experiences. This means:

- Content that is non-commercial, informative and relevant, with clear and immediate application to the participant's work or STEM activities
- Includes interactive and/or hands-on methods or real life examples to support the learning
- Corresponds to the learning objectives stated in your proposal

Session Description

Please write your description clearly and concisely making sure to include all necessary information. The focus of the description should be on the content that will be delivered, not an editorial on the topic or an advertisement for the speaker. Please write in the second person (you) and avoid references to the speaker and his/her published work by title. Good content with clear, learning objective showing application to a job, career or STEM activity will 'sell' the session, not a sales pitch. Please support your statements with appropriate citations of published works or studies.

Learning Objectives

Both INWES and SWE place a great emphasis on how learning objectives are crafted for all of our professional development activities. We strongly encourage presenters to think deeply about the session or poster they are proposing. We want all activities to be of top-of-the-line in terms of content, delivery and applicability for the participants. Session participants will be asked to evaluate the sessions positively or negatively according to how much they can use the information back on their job, in planning their career, or organizing a STEM program.

Delivery Methods

How you plan to deliver your session or layout your poster is as important as the content. All presenters are being asked to partner with us to maintain a high quality of both content and delivery of sessions. Even if you are not a seasoned trainer, speaker or facilitator, you can still meet this requirement by researching and practicing some of key strategies for effective presentations. In short, this means:

- Limit your use of PowerPoint slides: make sure you maintain large enough fonts to be read from the back of a large room, and include graphics, diagrams and photos as appropriate
- Practice your presentation a number of times to be sure that you can deliver it within the designated timeframe and allow time for Questions/Answers



A GLOBAL
EXCHANGE
FOR **CHANGE**
[October 23 - 25, 2014] Los Angeles, California

- If English is not your primary language, then research the correct pronunciation of technical terms and important words in your presentation, then practice with a good English speaker.
- For those presenting posters, be sure that your layout is logical, not cluttered, uses several sizes of easy to read fonts and color, and includes graphics, diagrams and photos as appropriate.
- Posters should be self-explanatory so that participants can understand the topic without having you walk them through it in detail. The posters will be on display for two days.

Online Proposal Submission Steps

You will have 60 minutes to complete your submission once you enter the template on line.

Abstracts/proposals must include all requested information and must be submitted online by the deadline of January 31, 2014.

Prepare your proposal before entering the online submission template using MS Word or other software and keep a copy of your proposal/abstract for your records.

Listed below is the information you will be required to submit in the electronic submission form.

PLEASE REVIEW THIS INFORMATION BEFORE YOU BEGIN THE SUBMISSION PROCESS ONLINE.

- **Important: make sure that you are selecting the correct conference tracks. To ensure your submission be evaluated for the ICWES16 conference, you need to select one of the tracks that includes "ICWES16" in its title.**
- Submitters name, title, employer, full address, e-mail, phone, and fax
- Presenter(s) biographical information, degree(s) and institution(s). Include any information that supports why this presenter brings a unique perspective to the topic. Please limit description to 50 words for each presenter.
- If there are multiple presenters/authors, then provide complete contact information and bio for each
- Presentation Title
- Presentation Abstract/Proposal (please limit description to 200 words)
- Session Type (e.g. Lecture Presentations (45 minutes + 10 minutes Q&A), Workshops (1 or 2 hours), Panel Discussions (1 hour), Lightning Talks (15 minutes + 5 minutes Q&A), or Poster
- One or two learning objectives for the proposed session.
- International Track Session:
 1. Innovations, research and achievements in the various fields of engineering, science and technology
 2. New ideas and solutions to contemporary problems including climate change, water and resource management, renewable energy and sustainability.
 3. Attracting, developing, promoting and retaining women engineers and scientists.



- Travel Grant information

Upon submission, the following action will be taken:

- The abstracts will be reviewed by the ICWES16 Committee
- You will then be notified of the Committee's decision on or before March 29, 2014.
- Taking into account your expressed preferences for presentation type and the appropriate subject-matter, the Committee will lay out the program tracks and assign a specific time slot.
- The session and poster descriptions with designated time slots will be published on the WE14/ICWES16 website by July 1, 2014.

If you have questions about this document, please contact us at icwes16@swe.org.