



## **Call for proposals to host the 18<sup>th</sup> International Conference of Women Engineers and Scientists (ICWES 18)**

The International Conference of Women Engineers and Scientists (ICWES) is held every three years. The 17th ICWES (ICWES17) will occur in Oct 4-6, 2017 in New Delhi, India. Therefore, INWES is seeking proposals as outlined below to host ICWES18 in the fall of 2020.

Proposals must provide enough information to assess, for example, the feasibility of the meeting, the potential support and leverage to reduce registration fees, the capacity to host the Members General Meeting and the INWES Board Meetings before and after the conference. Proponents are asked to make sure that the items detailed below in the section called "Responsibilities of Conference Organisers" are well explained with information as to how the various responsibilities will be met.

If more than one proposal is received, then the INWES Conference Committee will evaluate the submissions and make a recommendation to the Board of Directors who will review the recommended proposal and vote on the selection.. INWES Director(s) directly associated with a proposal will not be allowed to vote due to a potential of conflict of interest. Once the decision is made, within the next six months, a Memorandum of Understanding (MOU) must be signed between the organisers and INWES to define the activities and the responsibilities of each party.

Proposals should be submitted via e-mail to [margaret.ajibode@inwes.org](mailto:margaret.ajibode@inwes.org), Margaret Ajibode, Secretary General, before December 31<sup>st</sup>, 2016, 11:59 EDT.

### **History of ICWES**

*In June 1964, a Conference was held in New York organized by the Society of Women Engineers, and women engineers and scientists from a number of countries were invited to take part and to speak. This was called the First International Conference of Women Engineers and Scientists.*

*At the close of that Conference a group of participants from the United Kingdom issued an invitation to those present to attend another Conference in the United Kingdom. This second Conference was held in Cambridge, England in 1967.*

*At that Conference, the organizing committee invited certain people to attend a meeting to discuss the possibility of arranging the next Conference. By this time*

*the acronym 'ICWES' had come into use, both to describe the conferences and activity in connection with their organization. By the time the fifth Conference was held in Rouen in September 1978, it was clear that documentary guidelines were necessary to assist future organizers and to preserve the essential character and continuity of ICWES Conferences. These guidelines were modified at the sixth ICWES in Bombay in September 1981, at the seventh in Washington in June 1984, at the eighth in Cote d'Ivoire, at the tenth in Budapest in 1996, after the eleventh in Chiba, Japan in July 1999 and at the twelfth in Ottawa in 2002.*

*In Ottawa, the Delegate meeting voted that a new International Network of Women Engineers and Scientists should be formed to carry on the planning of ICWES in the years between the Conferences, as well as to develop more interactions and cooperation between countries around the world in the field of women in science, technology, engineering and mathematics (STEM). ICWES was to remain largely as it had ever been, but it would be protected by being part of a larger organisation and would have more resources to call upon.*

### **Objectives of ICWES**

ICWES Conferences are held to:

- Encourage professional women, students and others interested in Science, Technology, Engineering and Mathematics (STEM) and gender issues to discuss common topics, projects and initiatives; conduct training sessions and workshops; and expand their network
- Provide a forum where interested parties can discuss matters related to and promote the interests of women in STEM specific to that region, or between regions, providing an international overview
- Help connect women who wish to contact and communicate with other women in STEM with similar experiences in all regions in touch with the rest of the world
- Help women who want to set up their own STEM associations

### **Proposal for ICWES**

ICWES, normally lasting about 4 days, will be organised by a local organisation, or organisations and/or corporation associated with INWES. The proposal does not need to go into great detail, but should include at a minimum the information listed below

- Dates and location where it is proposed to hold the conference (Note: Since the INWES Annual General Meeting is also held at this conference and due to INWES fiscal year, conferences are usually held in the fall)
- Identify a theme and prepare an agenda with proposed sessions, activities and tours

- General description of the venue/facilities available for a conference and the accommodations/hotels for participants
- Initial budget including registration fees and cost of accommodations, other conference expenses, proposed revenues including sponsorships or in-kind services from regional and international ministries, organisations and corporations

The successful bidder should be prepared to present the proposal at ICWES17, October 4-6, 2017 in New Delhi, India.

### **Responsibilities of Conference Organisers**

Conference Organisers will:

1. Assemble an organizing committee – provide names, titles, roles and an organisation chart.
2. Identify a theme and prepare an agenda with proposed sessions, workshops, tours and other activities.
3. Plan and be responsible for managing all conference activities and logistics at the location – provide information about the conference venue, hotel(s) and offsite locations and tours.
4. Prepare a budget for INWES Board of Directors' concurrence – a budget template will be provided.
5. Develop and implement an approach to obtain funding or in-kind services from regional, national and international ministries, organisations and corporations, including a travel grant application to UNESCO.
6. Be responsible for the organisation of the Call for Abstracts, and peer review for papers on engineering, technology, science, social science and education.
7. Make the appropriate arrangements with the host country and provide formal letters of sponsorship, in order for international participants to obtain a visa for entering the country.
8. Create and disseminate publicity for the conference including development of a conference logo, brochures and a website that handles registration.
9. Be responsible for all costs involved in running the conference, including a professional conference organizer (PCO), such as insurance, publications, venue, AV equipment, meeting rooms, invited speakers, refreshments, and tour buses.
10. Arrange facilities for INWES business (Board meetings of 2 days prior and one day after the conference, and a Members General Meeting during one afternoon of the conference). Note: the location for the next ICWES is recommended by the INWES Board and officially voted on at the Members General Meeting.

11. Donate a proportion of any surplus to INWES to further its mission as agreed in the MOU.
12. After conference provide summary report, list delegates and papers, and audited finances.

Conference Organisers are likely to have committees working on the following amongst others:

- Fundraising
- Programme
- Conference venue
- Accommodation
- Social events
- Special programmes (such as students and partners programmes)
- Bursaries, travel and visa arrangements

### **Responsibilities of INWES**

The INWES Board of Directors and Conference Committee will:

1. Act as an official sponsor of the conference.
2. Supply seed funding of up to \$US 5,000, if required, upon receipt of request, budget and signed MOU
3. Provide advice on sponsorship and fundraising strategies, and publicise the conference through the INWES website
4. Support the conference organisers by providing letters of support where feasible, and providing documents and information to enable the organisers to raise funds more effectively
5. Distribute conference information to potential participants (previous ICWES delegates, organisations, members of INWES, and other international contacts)
6. Provide general advice on logistics, paper peer reviews, agenda setting, and making international travel arrangements for speakers from previous ICWES conferences
7. Work with the Conference Organisers on the preparation of the grant application to UNESCO.
8. Encourage the involvement of all INWES Members
9. Organize the INWES Board of Directors Meetings and the Members General Meeting to be held at the conference.