



## Call for proposals to host the 2019 INWES Regional Conference

INWES Regional Conferences may be held in any year when there is no International Conference for Women Engineers and Scientists (ICWES). Therefore, INWES is seeking complete proposals to host the Regional Conference in 2019. Note that the regional conference should be held between July and November of the given year on a topic of global significance as well as regional/local interest.

Proposals must provide enough information to assess the feasibility of the meeting, the potential of local financial sponsorships/support to leverage and reduce registration fees, and the capacity to also host the INWES Board Meeting before or after the Regional meeting. Proponents are asked to make sure that the items detailed below in the section called “Responsibilities of Regional 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 proposals against the criteria based on the eight responsibilities outlined below and make a recommendation to the Board of Directors who will in turn make a decision by a vote. In addition and in combination with these 8 criteria, the Committee may prioritise applications from regions that have not yet run a Regional Conference. 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 two months, a Memorandum of Understanding 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 Caroline Thoruwa, Secretary General at [secretary@inwes.org](mailto:secretary@inwes.org) before September 30<sup>th</sup>, 2018, 11:59 EDT.**

**If you have any questions, please contact Jung Sun Kim, Vice President, Conferences at [conference@inwes.org](mailto:conference@inwes.org).**

### **Regional Conference Objectives:**

Regional Conferences will be held to:

Encourage professional women, students and others interested in Science, Technology, Engineering and Mathematics (STEM) and gender issues located in the geographical region 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.

Help women who want to set up their own STEM associations.

Provide an opportunity for women in a region, who are not able to travel to an ICWES, to interact with the international community of women and associations interested in STEM.

### **Items to consider while writing your proposal**

#### ***Responsibilities of Regional Conference Organizers***

The Regional Conference, normally lasting about 2 days, will be organised by a group of interested individuals, organisation, or corporation associated with INWES. The conference organizers will :

- Assemble an organizing committee – provide names, titles, roles and an organization chart.
- Identify a theme and prepare an agenda with proposed sessions and activities.
- 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.

- Prepare a budget for INWES Board of Directors' concurrence – see budget template.
- Develop and implement an approach to obtain funding or in-kind services from regional and international ministries, organizations and corporations, including a grant application to UNESCO
- List commitments already obtained and other potential sponsors.
- Create and disseminate publicity for the conference including a website that handles registration.
- Be responsible for all local expenses for the participants from the region, either by charging a conference fee, and/or by fundraising to support them.
- Be responsible for all costs involved in running the Regional Conference, for example, publications, venue, AV equipment, meeting rooms, invited speakers, refreshments, tour buses, etc.

## **Responsibilities of INWES**

The INWES Board of Directors and Conference Committee will:

- Give advice on sponsorship and fundraising strategies, and publicise the Regional Conference through the INWES website and INWES newsletters.
- Supply a letter of support for the Conference Organisers to use in their fundraising activities.
- Supply a list of associations, corporations and individuals who they may wish to approach as delegates, if they accepted this possibility.
- Work with the Conference Organizers on the preparation of the grant application to UNESCO.
- Act as an official sponsor of the Regional Conference.
- Encourage the involvement of all INWES members.
- Organize an INWES Board of Directors Meeting to be held at the Regional Conference.
- Be responsible for costs related to the INWES Directors' travel (unless a local grant can cover this) and for the Board of Directors Meeting related costs.

## **Past Regional Conferences**

Since the incorporation of INWES in 2003, nine Regional Conferences have been held as follows.

<b>Regional Conferences</b>	<b>Year</b>	<b>Dates</b>	<b>Venue</b>	<b>Theme</b>
<b>INWES-RC1</b>	2004	Aug15-19	Nairobi, Kenya	<i>Leadership Workshop for African Women Scientists and Engineers</i>
<b>INWES-RC2</b>	2007	July 2-4	Wroclaw, Poland	<i>Women Scientists and Engineers in New EU Countries and Eastern Europe: Strategies for a Global Workforce</i>
<b>INWES-RC3</b>	2009	Aug 27-29	Busan, South Korea	<i>Women in Green Technology towards a Sustainable Asia</i>
<b>INWES-RC4</b>	2010	Aug 28-30	Washington D.C., USA	<i>Opportunities for Developing Country-Specific Projects for women in science and engineering in education, workforce and economic development</i>
<b>INWES-RC5</b>	2012	Oct 12-13	New Delhi, India	<i>Women in Science, Engineering, Architecture and Technology /Green infrastructure and projects</i>
<b>INWES-RC6</b>	2013	Nov 19-21	Nairobi, Kenya	<i>Innovative Programs and Strategies to increase the number and career successes of women in STEM</i>
<b>INWES-RC7</b>	2015	Oct 21-23	Entebbe, Uganda	<i>Women in Science, Technology and Innovation for Sustainable Economic and Social Development</i>
<b>INWES-RC8</b>	2016	Nov 4-6	Freising, Germany	<i>Science, Knowledge, Power</i>
<b>INWES-RC9</b>	2018	May 11-13	Tunis, Tunisia	<i>Digital Transformation: An Opportunity for Women Engineers and Scientists</i>