



Call for proposals to host the 19th International Conference of Women Engineers and Scientists (ICWES 19)

The International Conference of Women Engineers and Scientists (ICWES) is held every three years. The 18th ICWES (ICWES18) will occur in September 2020 in Coventry, UK. Therefore, INWES is seeking competitive proposals to host ICWES19 in the fall of 2023.

Proposals must provide enough information to assess, for example, the feasibility of the location for hosting a conference; the potential to obtain support and sponsorships to reduce registration fees; also the capacity to host 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 accomplished.

If more than one proposal is received, the INWES Conference Committee will evaluate the proposals on the criteria outlined below and then make a recommendation to the INWES Board of Directors who will make the final decision. 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 (MOU) will be developed and signed between the organisers and INWES to define the activities and the responsibilities of each party.

Proposals should be submitted via e-mail to conference@inwes.org, Jung Sun Kim, Vice President Conferences or caroline.thoruwa@inwes.org, Caroline Thoruwa, Secretary General, before **November 30th, 2019**, 11:59 EDT.

SCHEDULE FOR PROPOSAL REVIEWS AND SELECTION:

June 2019	Call for Proposals for ICWES19 issued
August 31, 2019	Deadline for preliminary submission (see attachment 1)
November 30, 2019	Bids for ICWES19 submitted (no fixed format)
January 2020	Conference Committee makes recommendation to INWES Board
February 2020	INWES Board votes on ICWES19
March 2020	Announcement of ICWES19 host organization
May 2020	MOU finalized with selected ICWES19 host organization

The selected host organization should be prepared to present information about ICWES19 at ICWES18, in September, 2020 in Coventry, UK.

BID FOR ICWES 19

The ICWES Conference, normally lasting about 3~5 days, will be organised by a local organisation or group of organisations and sponsors, with at least one involved with INWES. The bid should include the information listed below:

- ✓ Month and location where it is proposed to hold the ICWES19 in 2023.
- ✓ General description of the facilities available for a conference and the accommodation of participants
- ✓ Budgetary estimate of the fees and cost of accommodation (*see attachment 2 for INWES budget template*)
- ✓ Proposed theme or themes and a preliminary draft of the agenda and timetable
- ✓ Details of the organizing committee as planned by the chairing organization
- ✓ Details of financial support, other resources and sponsorships, especially the possibility of government support
- ✓ Publicity plans
- ✓ Description of links and plans to encourage other local and regional women in STEM networks
- ✓ Others: refer to Responsibilities of Conference Organizers

HISTORY of ICWES

From 15th to 21st 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 organization (International Network of Women Engineers and Scientists, INWES) should be formed to carry on the work 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.

AIMS of ICWES

ICWES Conferences are held to:

- Encourage women and other interested people from all over the world to meet and discuss aspects of STEM and gender issues
- Provide interested parties a format to discuss matters specific to a particular region, or between regions, providing an international overview
- Attract participants from across the region, and equally from around the world
- Help connect women in STEM who wish to contact and communicate with other women with similar experiences
- Put women in all regions in touch with other interested women around the world
- Ensure the growth and financial stability of INWES and its Regional Networks

RESPONSIBILITIES OF CONFERENCE ORGANISERS

The organisers will:

- Carry out and take responsibility for the organisation of the conference at the location
- Devise a budget
- Approach organisations, corporations, and foundations for financial support
- Publicise the event
- Be responsible for budgeting and paying for all conference related expenses; these can be covered by charging a conference fee and through fundraising
- Be responsible for obtaining bids, negotiating support contracts and paying for the costs involved in managing the Conference, for example, venue fees, equipment rental, catering, invited speaker stipends & travel, printing etc.
- Be responsible for the organisation of peer review of abstracts for presentations and workshops on engineering, technology, science, education, and gender equity
- Propose in the conference budget a donation of a specific amount to INWES, as agreed to in the MOU
- Specify if a certain amount of seed money might be required to pre-finance a certain part of the budget as well as the legal feasibility of such pre-financing
- Arrange facilities for INWES meetings (Board Meeting 2 days prior to conference, a Members Meeting during one afternoon of the conference, and Board Meeting the day after the conference)
- Provide conference report, list of delegates/attendees, list of sponsors and final financial report after the conference

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

- Fundraising
- Grant handling
- Programme
- Conference venue
- Accommodations
- Social events

- Documentation
- Special programmes (such as for students and partners programmes)
- Travel arrangements and visa documentation
- Bursaries

RESPONSIBILITIES OF INWES

INWES will:

- Provide advice on sponsorship and fundraising strategies
- Provide travel support to board members based on availability of grants
- Support the conference organisers by writing support letters, and providing documents and information to enable the organisers to fundraise efficiently
- Supply a database of potential delegates (previous ICWES delegates, organisations, members of INWES, and other contacts)
- Provide advice on budgets and participation based on past experience
- Encourage INWES Corporate Partners to be involved in the ICWES Committees and, if possible, its organisation and conference operation
- Publicize conference through the INWES website and INWES Newsletters
- Organize and hold a Board Meeting prior to the conference, a General Members' Meeting during the conference, and a Board Meeting after the conference
- Provide general advice from previous ICWES Conferences

Attachment 1: Preliminary Proposal form to host ICWES19

Attachment 2: INWES Conference Budget template

Attachment 1: Preliminary Proposal form to host ICWES19

Please fill in this form and submit to conference@inwes.org or caroline.thoruwa@inwes.org no later than August 31st, 2019 to indicate your interest in placing a bid to host ICWES19. The complete proposal should be submitted by November 31st, 2019.

<p>Name of Organization (please indicate whether the organization is, or is in the process of applying for membership as, an INWES member)</p>	
<p>Venue for ICWES19 (please include exact location including name of City and Country)</p>	
<p>Date for ICWES 19 (may be tentative)</p>	
<p>Anticipated budget for ICWES19 (please indicate total budget amount and indicate sources of funding)</p>	
<p>Contact information</p>	<p>Name:</p> <p>Email:</p> <p>Phone number (with country code):</p>
<p>Reason for placing the bid (briefly, in 5~10 sentences)</p>	
<p>Other Remarks</p>	