WE Call for Participation (CFP)
Overview and Requirements

Directions: Carefully review the following requirements prior to beginning your online submission. We recommend preparing your proposal using Microsoft Word before entering the online submission portal, so you have a way to save a copy of your abstract in addition to effectively proofreading the content. You have 60 minutes to complete your submission once you enter the online portal template.

Best practices on what the "typical" learner wants from you as a speaker:
- Best practices to use on the job or in career planning.
- Learners expect your session to reflect the description and learning objectives that were submitted to SWE. Failure to do so is the number one negative comment about sessions.
- No "sales pitches".
- To the adult learner, the delivery method is as important as the content so be creative and keep in mind the large group setting.
- Opportunities to ask questions throughout the session.

Important Deadlines and Notifications
- **Presentation Limits**: To provide a diverse exposure to speakers, when possible, speakers will be selected for only one session type (panel discussions may be excluded).
- **Submission Deadline for WE18:** **March 12, 2018** (11:59 p.m. EDT, USA)
- **Speaker Notification:** SWE staff will notify all speakers of an accepted or declined proposal via email by **May 1, 2018**.

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PRIMARY CONTACT INFORMATION

Primary Speaker Contact Information:	Secondary Speaker Contact Information:
First Name:	First Name:
Last Name	Last Name:
Credentials	Credentials
Current job title:	Current job title:
Current employer:	Current employer:
Full Address:	Full Address:
Country	Country
Email - Confirmation and communication emails will be sent to this address:	Email:
Mobile Number:	Mobile Number:
Primary Presenter Photo – ability to upload photo	Primary Presenter Photo – ability to upload photo?
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.	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.
Use this space to share a link to any of your previous presentations.	Use this space to share a link to any previous presentations
Provide any day and/or time conflicts that you're not available to present:	Provide any day and/or time conflicts that you're not available to present:

SESSION INFORMATION - Sessions will be selected based on the following:

1. Session Title

   Titles should capture interest and illustrate the benefit of attending the session.

2. Session Format - Select the Format Which Works Best for Your Session
   1. **Lecture/Workshop Presentation** (45 minutes for lecture and 15 minutes for Q&A for 60 minutes total) Lectures are the standard conference session type where subject matter experts (SME) can share an overview and best practices on an identified topic to a large session, as many as 200 attendees may attend, so there is minimal group discussion.
   2. **Lightning Talks** (short format – 15 minutes each/typically 3 scheduled during an hour) Lightning talks are a short thought-provoking presentation lasting only 10 minutes with 5 minutes provided for question and answers. SWE typically schedules three talks each hour and groups the lightning talks according to identified themes.
   3. **Panel discussion** (60-75 minutes) Panel discussions are designed to provide the opportunity to learn from multiple subject matter experts (SMEs) on their past experiences and personal views on identified topics or themes.

3. Session Description (limit description to 150 words)

   Abstract are evaluated based on descriptions being <u>concise</u>, <u>relevant</u>, <u>adequate</u>, <u>focused</u>, <u>interesting</u> and/or <u>compelling</u>.

4. Track - Select the Track that Most Closely Relates to Your Session
   - <u>Advocating For Change</u>: Sessions focus on techniques for advocating for yourself, your colleagues, your science, technology, engineering, and mathematics (STEM) community, and future generations of women in engineering and technology.
   - <u>Career Management and Life Transitions (CMLT)</u>: The CMLT track addresses a variety of issues collegiates and professional women face on both a personal and professional level. The track may touch on (but not limited to) wellness, stress management strategies, importance of mentor/mentee relationships, interpersonal communication, conflict resolution, and career advancement techniques (internships, resume and interview best practices, salary negotiations, and understanding corporate culture).
   - <u>Entrepreneurship</u>: The sessions may touch on (but not limited to) themes like business planning, raising venture capital, developing your elevator/sales pitch, new venture structures, new technology development, strategies for product marketing and licensing, creating your startup team, and researching resources available to startups.
   - <u>Inclusion and Cultural Awareness</u>: This track addresses the challenges and opportunities that women in engineering face within the context of diversity, globalization, and culture.

- Innovation and Disruption: This track focuses on technology and the business's changing landscape, including disruptive technologies. Thought leaders from a variety of disciplines will share new trends in business, best practices in innovation, and the disruptive technologies we see today and possibly in the future.
- K-12 Outreach: The Outreach track is a powerful resource for SWE's members and engineering outreach practitioners who currently deliver, or want to begin delivering, outreach programs that inspire and support girls to study and pursue careers in engineering.
- Strategic Leadership: These sessions spotlight aspects of organizational behavior, market structure and forces, and organizational design; and explore the character and challenges of successful women leaders within highly technical fields. Many of the sessions within this track are intended for mid-career professionals.
- STEM Re-Entry: This new track provides a valuable resource to any engineering professional who has taken a career break for two years or greater and wants to re-join the STEM workforce. The sessions in this track are for both the individual reentering the workforce and for organizations considering launching a reentry program.
- SWE Leadership: The focus of this track is on SWE governance and volunteer leadership capacity. Many of the presenters are active SWE volunteer leaders within their section and/or are members of SWE's leadership coaching committee (LCC).
- Women in Academia: Sessions examine various career paths and opportunities for women in academia. Administrators, faculty, and graduate students within the academic community will share insights, research, and experiences.
- Women in Government and Military: Sessions examine various career paths and opportunities for women in government and the military.

5. Learning Objectives (Most 60 min sessions have 2-3 learning objectives)

Learning objectives describe how learners will be able to apply the information from your session to their jobs, or planning their career. Each session is evaluated based on the learning objectives being clearly stated and achievable with instruction. Refer to Table 1 for examples of useful verbs used to write your learning objectives.

Use the following phrase to assist with writing your learning objectives: "BY THE END OF THE SESSION, PARTICIPANTS SHOULD BE ABLE TO …"

− Learning objective (1)
− Learning objective (2)
− Learning objective (3) if needed

Table 1. *Bloom's Taxonomy Action Verbs*					
Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
− Arrange	− Classify	− Apply	− Analyze	− Arrange	− Appraise
− Define	− Convert	− Change	− Appraise	− Assemble	− Argue

– Describe	– Defend	– Choose	– Breakdown	– Categorize	– Assess
– Duplicate	– Describe	– Compute	– Calculate	– Collect	– Choose
– Identify	– Discuss	– Demonstrate	– Categorize	– Combine	– Compare
– Label	– Distinguish	– Discover	– Compare	– Comply	– Conclude
– List	– Estimate	– Employ	– Contrast	– Compose	– Contrast
– Match	– Explain	– Illustrate	– Criticize	– Construct	– Defend
– Memorize	– Express	– Interpret	– Diagram	– Create	– Describe
– Name	– Extend	– Manipulate	– Differentiate	– Design	– Discriminate
– Order	– Generalized	– Modify	– Discriminate	– Develop	– Estimate
– Outline	– Identify	– Operate	– Examine	– Devise	– Evaluate
– Recognize	Indicate	– Practice	– Experiment	– Explain	– Explain
– Relate	– Infer	– Predict	– Identify	– Formulate	– Judge
– Recall	– Locate	– Prepare	– Illustrate	– Generate	– Justify
– Repeat	– Paraphrase	– Produce	– Infer	– Plan	– Interpret
– Reproduce	– Predict	Relate	– Model	– Prepare	– Relate
– Select	– Recognize	– Schedule	– Outline	– Relate	– Predict
– State	– Rewrite	– Show	– Relate	– Reorganize	– Rate
	– Review	– Sketch	– Select	– Revise	– Select
	– Select	– Solve	– Test	– Summarize	– Summarize
	– Summarize	– Use		– Tell	– Support
	– Translate	– Write		– Write	– Value

Note. Adapted from
http://www.sae.org/training/seminars/instructorzone/measurable_verbs_for_learning_objectives.pdffrom

6. Provide ONE or TWO keywords to describe your overall proposed session. Examples include: negotiations, communication, resource, self-management.

7. Target Career Levels - select the 2 most relevant target audiences for your proposed session.
   – <u>Collegians and graduate students</u>: A student in, or recent graduate of, a college or university.
   – <u>Entry-Level Professional</u>: A professional who is a recent graduate who may/may not have prior experience in a field or profession. Examples of topics include interpersonal skills, accountability/responsibility, logistics, teamwork, project management, wellness, etc.
   – <u>Mid-Level Professional/Emerging technical leaders</u>: An individual who has 10-15 years of professional work/employment experience. Examples of topics include meeting facilitation, time management, logistics, risk management, conflict resolution, project management, collaboration, etc.
   – <u>Seasoned leaders and managers</u>: An experienced professional and/or professional with leadership experience.

- <u>Senior-Level/ Executives in industry or government</u>: An experienced professional and/or professional leadership experience and is seen as a thought-leader and/or mentor of a particular subject. Examples of topics include visionary, ability to effectively delegate, international strategic planning, negotiation
- <u>Retired</u>: An individual who has ended working in a professional career.
- Other:

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

8. Upload Presentation

If you would like to make your presentation or handouts available to participants through the mobile app, then please upload them here no later than **October 1, 2018**.