



WE Local Baltimore
February 8-9, 2019

WE Local Tampa
February 15-16, 2019

WE Local St. Louis
March 1-2, 2019

WE Local Denver
March 5-6, 2019

WE Local Bellevue
April 5-6, 2019

WE Local India in Bengaluru
11-13 April, 2019

WE Local Europe in Berlin
15-17 May, 2019

REQUESTING EMPLOYER SUPPORT FOR WE LOCAL

Many SWE members turn to their employers for financial relief of some of the costs associated with their involvement at SWE. The WE Local conference is a perfect opportunity to start this discussion.

Organizations are often supportive of offsetting costs, as doing so is mutually beneficial because the skills you learn attending SWE conferences transfer to the workplace.

We encourage you to discover the ways your employer can support your involvement with WE Local, and to initiate the conversation with your human resources representative, diversity coordinator, manager or director.

HOW YOUR EMPLOYER CAN SUPPORT YOU

- Annual SWE membership fee
- Registration fee
- Travel cost (hotel, airfare, mileage, meals, etc.)
- Company time for travel (i.e. no PTO deductions)
- Sponsorship of WE Local
- Recruiting at a WE Local career fair

BEFORE TALKING TO YOUR EMPLOYER ABOUT SWE

Do your research.

- Find out if and how your employer is currently involved in SWE or WE Local.
- Talk to other female engineers in your company to find out what support they receive.
- Know the fiscal year for your company and when budgets are developed.
- Visit the SWE website and download the materials you need to present to your employer.

Develop your SWE resume and support materials.

- List all your SWE leadership experience and other volunteer positions.
- Provide examples of competencies you learned through SWE that relate to your current position or duties.
- Consider asking for a letter from the SWE leader you report to.

Develop your WE Local plan.

- Explain what you will gain from attending WE Local and how that will permeate into your role at your organization.
- Propose opportunities where your employer can get involved in WE Local and get exposure to hundreds of women engineers.
- Explain how your employer's support of your attendance at WE Local will help you achieve future leadership positions within SWE and at your organization.

Have your ASK ready.

- Determine what you need from your employer and present this information with costs/numbers.





REQUESTING EMPLOYER SUPPORT FOR WE LOCAL (CONT'D)

INVESTMENT

Use the following table to help calculate costs of your involvement at WE Local.

ITEM	COST	NOTES
Membership Dues	\$100	
Registration	\$60-\$380	Varies based on membership status, relevant discounts and early-bird versus regular registration rates
Hotel	\$360	Approximately \$180/night for 2 nights
Travel	\$50-\$400	Round-trip airfare or gas for car travel (domestic)
Meals/Incidentals	\$100	\$50/day

MEETING WITH YOUR EMPLOYER

- Draft a proposal letter to use as a leave-behind and summary of your ask (see SWE template).
- Be direct, clear and confident when presenting your ask.
- Have a plan, but be flexible if conversation shifts.
- Be ready to negotiate.

IF EMPLOYER SUPPORT IS NOT AN OPTION

Many of our members who do not receive employer support take advantage of the following opportunities to experience cost-savings for WE Local:

- **Fulfill a leadership role:** Some SWE leadership positions provide funding to attend conferences.
- **Registration and Travel Grants:** WE Local Grants are made possible by SWE members, donors and partners.
- **Volunteer:** Volunteer opportunities at WE Local will get you discounts on registration fees for just a few hours of your time. Positions include but aren't limited to welcoming and checking-in attendees, serving as a navigational resource, and facilitating sessions and special events.
- **Talk to SWE Members:** Many members coordinate hotel room sharing programs and carpools to reduce travel costs. Our [SWE Member Closed Facebook Group](#) is a great forum to get this conversation going.