

WE Local Frequently Asked Questions

What is WE Local?

WE Local is a Society of Women Engineers (SWE) national and global program that brings together participants in all stages of their collegiate and professional journey. The program hosts conferences around the globe so engineers can connect through professional development workshops, employment and internship opportunities, inspirational speakers, networking opportunities and outreach activities.

Conferences are created and developed by SWE Headquarters (HQ) and the WE Local Advisory Board (LAB) with support from the WE Local Host Committee (LHC). LAB members serve as ambassadors and stewards for the WE Local program and are committed to overall strategy as well as recommendations for programming. The LHC provides “the voice of the member” on what’s unique to the local area and important to members. LAB and LHC members sit on one of ten subcommittees that assist with achieving tactical items that impact the conference milestones.

General Info

What are the conference hours?

All WE Local conferences are held on Friday and Saturday. The hours are:

- Friday: 7:30 a.m.-7:00 p.m.
- Saturday: 8 a.m.-5:30 p.m.

To view the agenda of your conference including Keynote Sessions, Plenary Panel times and more, visit your host city website and select “Schedule.”

What are the Career Fair hours?

The Career Fair hours for WE Local are 9:00 a.m.-1:00 p.m. on the Saturday of each conference.

Will there be printed agendas at each WE Local conference?

Yes, WE Local will print a select amount of agendas for each conference. However, WE Local does strive to host a Green Conference, so we encourage all attendees to use the WE Local mobile app.

Will there be tours?

Yes! WE Local will host one tour per conference. The Tour will take place on Friday or Saturday of each conference for half day.

How can I stay informed about WE Local?

Visit the [WE Local website](#) and follow the [WE Local Facebook Event Pages](#). [SWE’s All Together Blog](#) is another great way to stay informed.

Registration

How much does it cost to attend WE Local?

Prices to attend WE Local vary based on registration type and member status. There are also early-bird registration rates and regular registration rates.

Registration rates for professionals range from \$180-\$280. Registration rates for Collegiates range from \$75-\$115. The registration rate for retired or unemployed attendees is \$120. There is also an opportunity for attendees to register for the career fair only for \$30-\$100, depending on member status.

A WE Achieve Awards Banquet ticket can be purchased for \$25. For full registration pricing, visit welocal.swe.org.

What do I receive with a WE Local Premier Registration?

A WE Local Premier Registration includes five meals throughout the two-day conference including admission to the career fair, Keynote Speaker presentations, 50+ breakout sessions and plenary panels.

What do I receive with a WE Local Career Fair Registration?

A WE Local Career Fair Registration is limited to admission into the career fair only. You won't receive meals, access to the Keynote Speaker presentations, 50+ breakout sessions or plenary panels.

What do I receive with a WE Achieve Awards Ceremony ticket?

The WE Achieve Awards Ceremony honors women who are movers and shakers in engineering and technology. The cost of admission is \$25 and includes a seated dinner, keynote presentation and awards ceremony. [Register for the event online](#) when purchasing your Career Fair or Premier registration.

Are there discounts available for registration?

Yes! WE Local offers a variety of discounts, including a speaker and volunteer discount. Speaker discount codes are sent at the time of Speaker acceptance. Volunteers are sent a discount code after completing their volunteer sign-ups. If you have not received a discount code, contact welocal@swe.org.

Are there Travel Grants or other support available?

Yes! Travel Grants are available for all WE Local conferences and are open until November 30, 2018. WE Local also has a [template proposal letter](#) you can use to ask your employer for support to attend WE Local.

How do I register for a WE Local conference?

[Visit the SWE portal](#) and log in to register.

Lodging

Are there hotel discounts for WE Local conferences?

SWE has negotiated hotel rates for all North America WE Local conference hotel venues. Visit the Venue & Housing tab on your WE Local conference web page to learn more about room blocks.

Awards

Are there Awards for WE Local?

Yes! For the first year, SWE will be offering an awards program at all five WE Local conferences in the U.S. To learn more about the awards and application process, [click here](#). Awards recipients will be honored at the WE Achieve Awards Ceremony at each WE Local conference.

How do I submit an application for WE Local Awards?

[Submit your application online](#).

Collegiate Competition

Do I have to be a SWE Member to participate in the Collegiate Competition?

Yes, you need to be a SWE Member in order to submit an abstract to the Collegiate Competition.

How do I apply to participate in the Collegiate Competition?

Application links for the Collegiate Competition are available on each conference city website under "Get Involved."

What do I receive as a Collegiate Competition finalist?

As a Collegiate competition finalist, you receive a complimentary premier registration, a \$250 travel stipend and a ticket for yourself and a guest to the WE Achieve Awards Ceremony.

When will I find out if I have been selected as a Collegiate Competition finalist?

In FY19, you will be notified December 3-14, 2018 if you are a Collegiate Competition Finalist.

Call for Participation (CFP) & Speakers

How are breakout sessions selected for WE Local conferences?

Breakout Sessions are selected by fellow SWE Members who serve on the WE Local Advisory Board (LAB) and the WE Local Host Committee (LHC). To learn more about the process, contact welocal@swe.org.

How can I retrieve my submitted abstract/presentation?

Only the submitter or anyone given access to the submission can see your submission. To view:

1. The submitter (account holder) or someone s/he has assigned "viewing rights" (aka, shared the submission) can log into [CATALYST Omnipress](#).
2. Once the author is on his or her dashboard, click on "submissions" on the left-hand side.
3. Locate the submission, click on the title to open it and then click the printer icon to print it out.

Keynote Speakers

How can I be considered as a Keynote Speaker?

To be considered as a Keynote Speaker, interested speakers must meet certain criteria and be able to provide a presentation that will inspire, educate and engage the WE Local audience.

How are the Keynote Speakers selected?

Keynotes Speakers are selected based on the topic and story they will share with WE Local attendees. Phone discussions take place with SWE Headquarters staff to learn more about the speaker and potential topics. Keynote nominations take place the summer prior to the selected conferences.

Volunteer

Do I receive a discount when I volunteer?

Yes! If you volunteer 3 hours, you receive a 20% discount off your conference registration.

What volunteer roles are available?

There are four roles you can sign-up for at WE Local: Local Conductor (Registration), Local Navigator (Human Directional), Local Connector (Breakout Session) and Local Eventor (Special Events). For a description of these roles, visit each host city website and click on Volunteer at WE Local under “Schedule.”

Do you have to be a member in order to volunteer?

You do not need to be a SWE Member to volunteer. However, you do need to be a Conference Attendee.

Where do I sign up to volunteer?

Visit the WE Local host city website and select Volunteer under “Schedule.” Here you will find more volunteer opportunities and details on how to become a volunteer.

Sponsor & Exhibit

What opportunities do I have to exhibit at the WE Local Career Fair?

There are four exhibitor packages available to exhibit at the WE Local Career Fair. Pricing and benefits for each package can be found in the [WE Local prospectus on the website](#).

What is the difference between an Exhibitor package and Additional Sponsor Opportunities?

An Exhibitor package allows sponsors to exhibit at the WE Local Career Fair and meet with attendees onsite. Additional Sponsor Opportunities provide increased visibility and branding for your organization among conference attendees.

Who do I contact if I want to sponsor a WE Local Conference?

If you are interested in sponsoring a WE Local conference, contact Monica Cutrone, Business Development Manager, Strategic Partnerships, at monica.cutrone@swe.org