



2022 WE LOCAL EUROPE CALL FOR PARTICIPATION (CFP) GUIDELINES

REQUIREMENTS & BEST PRACTICES FOR SESSION ACCEPTANCES

The Society of Women Engineers (SWE) is committed to providing a safe, productive, and welcoming learning environment for all attendees, speakers, sponsors, organizations, and all others participating. The [WE Local Europe](#) session selection process was created to ensure effective programming and speaking opportunities are provided to empower attendees to succeed at every stage of their professional development.

INSTRUCTIONS: Speaker selection for the conference is competitive. Follow the guidelines as you complete your proposal and be sure to submit your session in the final state - - ready for the conference mobile app and publications.

AVAILABLE SESSION SCORES

TITLE	5 POINTS
DESCRIPTION – FOCUSED & CONCISE	5 POINTS
DESCRIPTION – RELEVANT & INTERESTING	5 POINTS
LEARNING OUTCOMES	5 POINTS
SPEAKER QUALIFICATIONS	5 POINTS
OVERALL CLARITY	3 POINTS
UNIQUE PERSPECTIVE	3 POINTS
RELEVANT TO SWE'S MISSION	3 POINTS
CORRECT FORMAT SELECTED	1 POINT
TOTAL AVAILABLE POINTS	35 POINTS

IMPORTANT DATES

- CFP Opens: **7 September**
- CFP Closes: **31 October**
- CFP Reviews: **8 November to 19 December**
- Speaker Acceptances Due: **30 January**

→ SWE prioritizes diversity in our selection process and encourages participation by speakers from backgrounds that are underrepresented in engineering and technology.

→ SWE is actively looking for and encourages you to submit intermediate and advanced level content.

TIPS & BEST PRACTICES

- There is a high demand for technical content. Sessions related to technology will make up a larger proportion of the conference program.
- Proposals that present a unique perspective with clear takeaways are preferred. It is common for SWE to receive multiple proposals on the same topic, so be sure your session shares your unique take.
- All elements of the submission should be in their final state, easy to understand, and free of errors.
- Focus on practical solutions, strategies, and techniques that learners can easily apply.
- Proposals are more likely to be selected if they do not include organization names in the title and description. Organization names flag the session as a “sales pitch.”
- To provide a diverse exposure to subject-matter-experts (SMEs), a speaker will only be selected for one session (panel discussions may present special cases).

ACCESSING THE PORTAL

Access the [online portal](#) to submit your session proposal. For questions regarding navigating the application, troubleshooting errors, or resetting a password, contact John Hinch at jhinch@omnipress.com.

Questions with an asterisk (*) are required

CONTACT & SPEAKER INFORMATION

- * **PRIMARY CONTACT INFORMATION** (0-point) – Provide the name and email address of the primary contact to receive communications. Confirmations and all future communications will be sent to this email address through May 2022.
 - Name
 - Email
 - Organization Name
- * **SPEAKER QUALIFICATIONS** (5-points) – Complete the speaker questions for each speaker. Be sure to illustrate subject matter-expertise related to the topic of the session.

Primary Speaker	Secondary Speaker
First Name:	First Name:
Last Name:	Last Name:
Credential:	Credential:
Current Job Title:	Current Job Title:
Current Employer:	Current Employer:
Email:	Email:
Mobile Number:	Mobile Number:
Is the person a SWE member?	Is the person a SWE member?
City:	City:
Country:	Country:
Years of experience relating to the session topic: <ul style="list-style-type: none"> 1-5 6-10 11-20 20+ 	Years of experience relating to the session topic: <ul style="list-style-type: none"> 1-5 6-10 11-20 20+
LinkedIn Profile URL:	LinkedIn Profile URL:
Bio (75-word limit): Include any information that supports why this presenter brings a unique perspective to the topic.	Bio (75-word limit): Include any information that supports why this presenter brings a unique perspective to the topic.
Speaker Photo Upload	Speaker Photo Upload
Public speaking and presentation experience: <ul style="list-style-type: none"> Novice Intermediate Advanced Expert 	Public speaking and presentation experience: <ul style="list-style-type: none"> Novice Intermediate Advanced Expert
OPTIONAL Sample Video: Submit a video (max. 90 seconds) to introduce why the topic will be interesting for attendees and demonstrate the speaker's comfort with public speaking. Alternatively, you may submit a sample video from a past speaking event, conference, or meeting. The video may be submitted via link or file upload.	OPTIONAL Sample Video: Submit a video (max. 90 seconds) to introduce why the topic will be interesting for attendees and demonstrate the speaker's comfort with public speaking. Alternatively, you may submit a sample video from a past speaking event, conference, or meeting. The video may be submitted via link or file upload.
OPTIONAL: Please list any past public speaking experiences (in person or virtual) including past SWE events.	OPTIONAL: Please list any past public speaking experiences (in person or virtual) including past SWE events.

Accessibility: Please note if the speaker requires any special modifications or accessibility accommodations to fully participate.

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SESSION LOGISTICS

3. * **RECORDING AGREEMENT** (0-point) - Do you agree to allow SWE to record your session (either in real-time or for future viewing)?
 - Yes
 - No
4. * **SCHEDULE CONFLICTS** (0-point) – Indicate if there are days that you are NOT available to present your live session during the conference on 26-27 May 2022.
 - Thursday AM
 - Friday AM
 - Thursday PM
 - Friday PM
 - I am available during all times.
5. * **FORMAT** (1-point) - Select the session format that provides the appropriate time and best learning experience to achieve the learning outcomes.
 - **LISTEN & LEARN LECTURE** (60 min. total with a 45-min. lecture plus 15 min. Q&A): lectures are the standard conference session type where subject-matter-experts (SMEs) present to as many as 100+ attendees, so there are minimal group discussions. Limited to two speakers.
 - **ENGAGED EXCHANGE PANEL DISCUSSION** (60 min. total with a 45 min. discussion and 15 min. Q&A): panels are designed to provide opportunities to learn from multiple subject-matter-experts (SMEs) on past experiences and personal views on identified topics. Limited to 4 speakers plus one moderator.
 - **SNAP SESSIONS** (formerly known as lightning talks) (short format – 15 min. plus 5 min. of Q&A): snap sessions are short, thought-provoking sessions. SWE typically schedules 2-3 snap sessions in a row – this grouping is called a block, arranged according to themes. Limited to two speakers.

SESSION CONTENT INFO

6. * **TITLE** (5-points) – The title is evaluated on it being concise and capturing interest (limit to 10 words).
7. * **DESCRIPTION** (10 points) – The session description is evaluated based on:
 - (5-points) Being focused and concise (limit to 150 words)
 - (5-points) Being relevant and interesting
8. * **LEARNING OUTCOMES** (5-points) – Learning outcomes are measurable statements that describe what attendees should be able to do after participating in your session. Each session is evaluated based on the learning outcomes being clearly stated and achievable with instruction. Use the verbs below to write your session's learning outcomes.
 - Learning outcome (1)
 - Learning outcome (2)
 - Learning outcome (3) (15 min. sessions do not require a third learning outcome)

TABLE 1 - Bloom's Taxonomy Action Verbs					
KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
Define	Classify	Apply	Analyze	Categorize	Assess
Describe	Describe	Change	Appraise	Compose	Compare
Duplicate	Discuss	Demonstrate	Calculate	Create	Conclude
		Illustrate			

Identify	Estimate	Modify	Categorize	Design	Contrast
List	Explain	Practice	Compare	Develop	Evaluate
Name	Express	Prepare	Contrast	Devise	Interpret
Outline	Predict	Solve	Examine	Plan	Relate
Recognize	Review		Outline	Summarize	Predict

LEARNING PATHS

TRACKS – core content areas to empower women to achieve full potential in careers as engineers and leaders.

1. Career Development
2. Diversity, Equity, & Inclusion (DEI)
3. Technical Innovations
4. Self-Management & Strategic Leadership

KEYWORDS – required for the Technical Innovations track only, the keywords help identify the specific technological topic(s) being addressed by the session.

LEARNING LEVELS – content is identified based on attendees’ and speakers’ experience with the topic.

1. Foundational
2. Intermediate
3. Advanced

9. *** TRACKS** (0-point) - Select the track that most closely relates to the subject matter of your session.

01. **CAREER DEVELOPMENT:** This track examines tools and best practices to assist in managing and advancing careers in engineering and technology. Examples include:

- Resume and interview best practices and salary negotiations.
- Techniques to manage various professional transitions.
- Techniques for creating and maintaining successful professional relationships.

02. **DIVERSITY, EQUITY, & INCLUSION (DEI)** (formerly the power of inclusion track): This track is based on SWE's vision of a world with gender parity and equality in engineering and technology. Topics within this track focus on removing barriers, biases, and obstacles within the profession and promoting inclusive environments. Examples of topics include:

- Tools to be inclusive leaders and team members.
- Techniques to build and promote a culture of diversity, equity, and inclusion.
- Approaches for global diversity practices.
- Leveraging intersectionality in the workplace.

03. **TECHNICAL INNOVATIONS:** Sessions in this track are given by technical experts. Sessions include topics on cutting-edge technologies and emerging techniques in diverse engineering specialties. See the keywords in the next section for examples of technical content included in the conference.

04. **SELF-MANAGEMENT & STRATEGIC LEADERSHIP:** This track addresses a variety of issues that women in STEM face personally, including how decisions of leaders shape the performance and success of their organizations. Participants will develop new skills and hone existing skills that will prepare them to be more effective leaders. Examples of topics include:

- Developing wellness strategies.
- Self-reflection and assessment techniques to recognize strengths and opportunities for improvements, seeking feedback from others, and learning from failure.

- Techniques to develop a greater capacity to grow and support people and teams.
- Recognizing the importance of mentoring and sponsorship.
- Strategic thinking skills and building alliances.

10. * **KEYWORDS (required for sessions within the Technical Innovations track only)** (0-point) – Select 1-2 keywords that most closely describe your session topic. (0-point).

- | | |
|--|--|
| ▪ Additive Manufacturing & 3D Printing | ▪ Embedded Systems |
| ▪ Advanced Mobility Solutions | ▪ Emerging Technologies and Innovation |
| ▪ Artificial Intelligence | ▪ Internet of Things |
| ▪ Augmented Reality/Virtual Reality | ▪ Machine Learning |
| ▪ Automation | ▪ Mobile & Smart Devices |
| ▪ Autonomous Vehicles | ▪ Quantum Computing |
| ▪ Block Chain | ▪ Robotics |
| ▪ Cloud Computing | ▪ Semiconductor |
| ▪ Cyber Security | ▪ Sustainability & Energy Transition |
| ▪ Data Analytics | ▪ VLSI |
| ▪ Deep Learning | ▪ Wearables |
| ▪ Digitalization | |

11. * **LEARNING LEVELS** (0-point) - Select the learning level most appropriate for your session based on your level of experience with the content.

01. **Foundational:** appropriate for those with limited experience (0-2 years) with the subject matter and often introduces subject matter; content focuses on awareness and factual recall.
02. **Intermediate:** intermediate content builds on existing knowledge attendees already have, appropriate for those seeking to build upon their existing knowledge with the content. Often, sessions provide learning outcomes that can be applied to attendees' work or professional lives. Appropriate for those with 3-9 years' experience.
03. **Advanced:** appropriate for those looking to implement new content and programs because they have experience applying the foundational and intermediate concepts. Advanced level content is often appropriate for those with 10-20 years' experience.

NOTICE FOR ALL SPEAKERS

- The WE Local Europe breakout sessions will be conducted in English, unless otherwise coordinated.
- All WE Local speakers are volunteers who provide their expertise and time at no cost to the Society.
- If accepted, speakers will be provided with a discount code for registration.
- Keynote Speakers are not selected through the 2022 WE Local Europe CFP platform.
- For any questions about the WE Local Europe conference, contact SWE at international@swe.org.