



## 2023 WE LOCAL BENGALURU CALL FOR PARTICIPATION (CFP) GUIDELINES REQUIREMENTS & BEST PRACTICES

The Society of Women Engineers (SWE) is committed to providing a safe, welcoming, and productive learning environment for everyone participating. The WE Local Bengaluru 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:** Access the [online portal](#) to submit your session proposal, using the guidelines on the following pages. For questions regarding navigating the application, troubleshooting errors, or resetting a password, please contact CATALYST Technical Support.

TOTAL AVAILABLE POINTS	
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	1 POINT
<b>TOTAL</b>	<b>35 POINTS</b>

IMPORTANT DATES
▪ CFP Opens: <b>15 August 2022</b>
▪ CFP Closes: <b>17 October 2022</b>
▪ Review: <b>2 November to 1 December 2022</b>
▪ Speaker Notifications: <b>18 January 2023</b>
▪ Speaker Acceptance Due: <b>29 January 2023</b>

### TIPS & BEST PRACTICES

- **AVOID THE NUMBER ONE COMPLAINT** – The number one complaint is that session content does not match the description and learning outcomes; therefore, take time to finalize session content before submitting your proposal.
- **SWE PRIORITIZES DIVERSITY** – We encourage participation by speakers from backgrounds that are underrepresented in engineering and technology.
- **SEEKING INTERMEDIATE & ADVANCED TOPICS** - SWE is actively looking for and encourages you to submit intermediate and advanced level content.
- **MERGE SESSIONS** - It is common for SWE to receive multiple proposals on the same topic, so be sure your session has a unique perspective. If not, speakers may be asked to merge their session with another session with the same topic.
- **SUBMIT SESSION IN FINAL STATE** - Changes cannot be made once the CFP closes.
- **BIAS-FREE LANGUAGE** - Use [bias-free language](#) as articulated by the American Psychological Association; See the Publication Manual of the American Psychological Association style, 7th edition, Chapter 5 for tips about how to reduce bias.
- **ASK FOR REVIEWERS** - Ask an experienced person to review your proposal to ensure it is clear, concise, and enticing.
- **PRESENTER LIMITS** - To provide a diverse exposure to speakers, a speaker will only be selected for one session (panel discussions may present special cases).

- **NO SALES PITCHES** - Proposals are more likely to be selected if they do not include organization names because it flags the session as a "sales pitch."

Questions with an asterisk (\*) are required

## CONTACT & SPEAKER INFORMATION

1. \* **PRIMARY CONTACT INFORMATION** (0-point) – Provide information of the primary contact. Confirmations and all future communications will be sent to this email address through April 2023.

- Name
- Email
- Organization Name

\* **SPEAKER DEMOGRAPHICS & QUALIFICATIONS** (5-points) – Submit the following information for ALL speakers. Be sure to illustrate subject matter-expertise related to the topic of the session. First Name:

Last Name:

Pronouns

Credential:

Current Job Title:

Current Employer:

Email:

Mobile Number:

What racial or cultural group does the speaker belong to?

- Black or African
- East Asian
- Indigenous/Native/Aboriginal
- Hispanic or Latino/Latina/Latinx
- Middle Eastern
- Multiracial (Two or More Races)
- Pacific Islander
- South Asian
- Southeast Asian
- West Asian
- White
- Unlisted (please specify)
- I prefer not to answer

What is the speaker's gender identity?

- Woman
- Man
- Nonbinary
- Another option not listed
- Prefer not to answer

City:

Country:

LinkedIn Profile URL:

Is the speaker a SWE member (yes/no/unsure)?

Does the speaker work for a SWE [CPC organization](#)?

How many years of experience does the speaker have related to the session topic?

- 1-5
- 6-10
- 11-20

<ul style="list-style-type: none"> <li>▪ 20+</li> </ul>
<p>What is the speaker's public speaking and presentation experience?</p> <ul style="list-style-type: none"> <li>• Novice: no experience giving presentations</li> <li>• Advanced Beginner: limited experience giving presentations</li> <li>• Competent: experienced in giving presentations</li> <li>• Proficient: experienced in giving engaging presentations appropriate for all attendee levels</li> <li>• Expert: experience training others on giving effective presentations</li> </ul>
<p>Bio (75-word limit): Written in third person, include speaker experience illustrating expertise in the session topic.</p>
<p>Speaker Photo: Submit a photo of the speaker that can be used if the session is accepted. Rename the photo to speakers first and last name.</p>
<p>Sample Video: Submit a video (max. 90 seconds) to pitch the presentation topic. The video should briefly 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.</p>
<p>Accessibility: Please note if the speaker requires any special modifications or accessibility accommodations to fully participate.</p>

## SESSION LOGISTICS

2. \* **SESSION PRESENTED BEFORE** (0-points – Yes/No) – Has this session been presented before at any SWE conferences? If yes, indicate which conference(s). Select all that apply. SWE will examine the session attendance and the overall survey results to determine if the session should be accepted.
  - WE22                      ▪ 2022 WE Local
  - WE21                      ▪ 2021 WE Local
  - WE20                      ▪ 2020 WE Local
  - WE19                      ▪ 2019 WE Local
  
3. \* **RECORDING AGREEMENT** (0-point) - Do you agree to allow SWE to record your session for future viewing?
  - Yes                              ▪ No
  
4. \* **SCHEDULE CONFLICTS** (0-point) – Indicate if there are times that you are NOT available to present your live session during the conference on 27-28 April 2023.
  - Thursday AM                      ▪ Friday AM                      ▪ I am available during all
  - Thursday PM                      ▪ Friday PM                      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** (45 min. total with a 30-min. lecture plus 15 min. Q&A): the standard conference session type where subject-matter-experts present to attendees with minimal group discussions. Limited to two speakers.
  - **ENGAGED EXCHANGE** (60 min. total): this format is ideal for workshops or panel discussions. Panels provide opportunities to learn from multiple subject-matter-experts while workshops offer more hands-on and small group interactive opportunities.
  - **SNAP SESSIONS** (short format – 15 min. plus 5 min. of Q&A): short, thought-provoking sessions. SWE typically schedules 2-3 snap sessions in a row, arranged according to themes. Limited to two speakers.

## SESSION CONTENT INFO

6. \* **TITLE** (5-points) – The title is evaluated on being concise and capturing interest (limit to 10 words).

7. \* **DESCRIPTION** (10 points) – In 150 words or less, describe: (1) What the topic is and why it's important; (2) What is the purpose of the session; and (3) What will be included in the session. Remember that not everyone works in the same industry. Do not assume that the reader is familiar with all technical terms, acronyms, etc. 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 the learning outcomes.
- Learning outcome (1)
  - Learning outcome (2)
  - Learning outcome (3) (snap sessions do not require a third learning outcome)

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

## LEARNING PATHS

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

1. Career & Leadership Development
2. Diversity, Equity, Inclusion, & Belonging (DEIB)
3. Technical Innovations

**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 & LEADERSHIP DEVELOPMENT:** This track examines tools and best practices to assist in managing and advancing careers, growing personally, and developing leaders to shape the performance and success of organizations in engineering and technology. Examples include:
- Resume and interview best practices and salary negotiations.
  - Techniques to manage professional transitions and develop successful professional relationships.
  - Developing wellness strategies (personal care, balancing work, and personal schedules).
  - 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, sponsorship, strategic thinking, and building alliances.

02. **DIVERSITY, EQUITY, INCLUSION, & BELONGING (DEIB):** 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 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 and include topics on cutting-edge technologies and emerging techniques in diverse engineering specialties. See the below keywords for examples of technical content included in the conference.
- **\* 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).
 

<ul style="list-style-type: none"> <li>▪ Additive Manufacturing &amp; 3D Print</li> <li>▪ Advanced Mobility Solutions</li> <li>▪ Artificial Intelligence</li> <li>▪ Augmented Reality/Virtual Reality</li> <li>▪ Automation</li> <li>▪ Block Chain</li> <li>▪ Cloud Computing</li> <li>▪ Cyber Security</li> <li>▪ Data Analytics</li> <li>▪ Deep Learning</li> <li>▪ Embedded Systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emerging Technologies and Innovation</li> <li>▪ Energy Transition &amp; Sustainability</li> <li>▪ Internet of Things</li> <li>▪ Machine Learning</li> <li>▪ Mobile &amp; Smart Devices</li> <li>▪ Quantum Computing</li> <li>▪ Robotics</li> <li>▪ Semiconductors</li> <li>▪ VLSI</li> <li>▪ Wearables/Drones</li> <li>▪ Other:</li> </ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\* **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:** builds on existing knowledge, appropriate for those seeking to expand upon existing knowledge or experiences. Appropriate for audiences with 3-9 years of experience.
03. **ADVANCED:** for those with nearly ten years of experience applying foundational and intermediate concepts and looking to implement new content and programs. Advanced level content is often appropriate for audiences with 10-20 years of experience.

## NOTICE FOR ALL SPEAKERS

- 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.
- For any questions about the WE Local Bengaluru conference, contact SWE at [global@swe.org](mailto:global@swe.org).

## FREQUENTLY ASKED QUESTIONS

### 1. Can I submit more than one proposal?

Yes. To provide opportunities to as many people as possible, SWE tends not to accept more than one

session per person. However, submitting more than one proposal may increase your chances of being selected. This applies to co-authors as well.

**2. Does WE Local accept speakers who do not identify as women?**

Yes. We accept submissions from all gender identities and encourage submissions from groups that are underrepresented in engineering and technology.

**3. Can an author submit the same proposal under different tracks?**

No. If the proposal is better suited for different track, the reviewers will notate that recommendation during the review process. Submissions with duplicate titles and descriptions will not be considered.

**4. How do I participate in the Poster Competition?**

The Poster Competition has a different call for participation process. Visit [welocal.swe.org](http://welocal.swe.org) or contact us at [global@swe.org](mailto:global@swe.org) to learn more.

**5. Do speakers need to be SWE members?**

You do not need to be a SWE member to submit a proposal or speak at the conference.

**6. How do I submit a keynote presentation proposal?**

Keynote speakers are not selected through the CFP process. Please visit [welocal.swe.org](http://welocal.swe.org) to learn more about the keynote speaker nomination process.