WE Local Pune (**WELPune26**) Call for Keynotes **(CFK)**

Nomination Guidelines

In December 2026, Society of Women Engineers (SWE) will host a Women in Engineering Local (WE Local) conference in Pune, India. SWE is committed to providing dynamic, appealing and diverse keynote speakers during these WE Local conferences. Our goal in this **WELPune26 Call for Keynotes (CFK)** is to secure keynote speakers who are energetic and engaging, and who will empower attendees to succeed at every stage of their professional development. The basic requirements for WELPune26 Keynote Speakers are:

- Well-known and recognized for their engineering, scientific, leadership, or entrepreneurial achievement
- Known as a technical, executive, or policy leader in their field by peers
- Engaging speaker
- Identifies as female/woman

WELPune26 CFK Timeline

- CFK Opens: **28 May 2026**
- CFK Closes: **31 July 2026**
- Keynote Speaker Notification: **October 2026**
- **WE Local Pune: 9-10 December 2026**

***All nominators must use the online nomination portal to provide contact information and required nomination details for review. Nominations submitted by email will not be considered. Only completed nominations will be considered.**

**** All nominators should please add cfk@swe.org to their email contacts, to ensure essential, nomination-related communications don't go to Spam.**

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Scoring Rubric; Tips & Best Practices

Scoring Rubric

Sessions submitted to the WELPune26 CFK are scored as follows:

Scoring Rubric	
Theme – Innovative, Inspiring, Relevant	4 points
Key Takeaways – Unique, Informative	3 points
Speaker Bio – Expertise, Recognition	5 points
Video – Engaging, Comprehensible	3 points
Overall Recommendation	5 points
Total	**20 points**

Tips & Best Practices

- **Prepare your submission in advance** – Read this guide in its entirety and collect all your speaker information before beginning the submission process.
- **SWE prioritizes diversity** – We encourage participation by speakers from backgrounds that are underrepresented in engineering and technology.
- **Seeking inspired topics** - SWE is actively looking for keynotes that are authentic, empowering, innovative and future-focused.
- **Submit nomination in final state** - Changes cannot be made once the CFK closes.

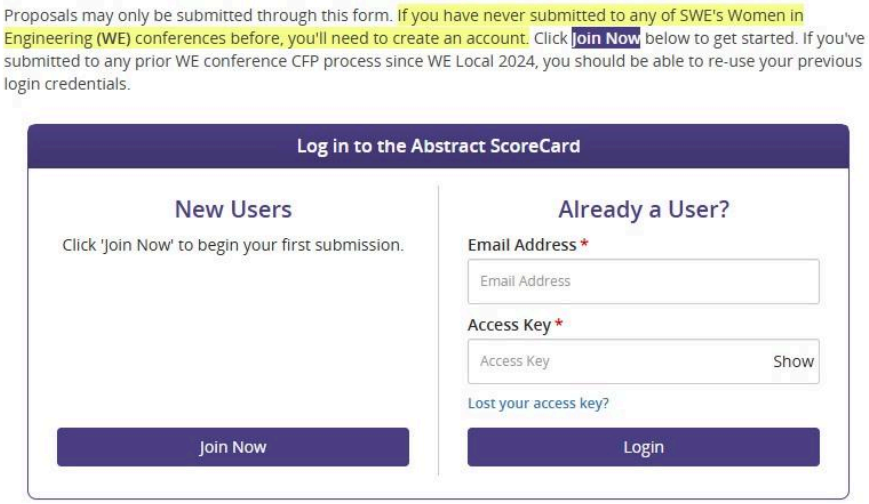
How to Nominate a Keynote Speaker for WELPune26

- Access the **online nomination portal** to submit your keynote nomination. The sections and questions below closely mirror the application content within Cadmium.
- **CFK nomination deadline = 31 July 2026, 23:59 IST. Important: No late or incomplete nominations will be accepted.**
- Please add **cfk@swe.org** to your email contacts! This will ensure you receive essential communications pertaining to your nomination.

*Questions with an **asterisk (*)** are required*

First time submitting to one of SWE's conferences? You'll need to create an account.

If this is your first time submitting, click Join Now to create an account. Then, you're ready to start your submission!



If you've submitted to any prior WE conference since WE Local 2024, you should be able to re-use your existing login credentials.

Basic Info: in Dashboard, click "Click here to begin a new WELPune26 Keynote Nomination."

1. *** WELPune26 Keynote Nominee** (0 points) – Enter the full name of the keynote speaker being nominated.

Nominator Information Task

Provide the following information for the nominator:

1. *** First Name** (0 points)
2. *** Last Name** (0 points)
3. *** Organization** (0 points)
4. *** Email** (0 points)
5. *** Phone Number** (0 points) - Formatted as: 555-555-5555
6. *** Relationship to Nominee** (0 points)

Keynote Speaker Nominee Information Task

1. * **NOMINEE INFORMATION** - Submit the following information for the person being nominated.
    - * First and last name
    - * Phone
    - * Email
    - * Country
    - * Job Title and Organization
    - * Racial or cultural group (select from list; includes Prefer Not To Answer option)
    - * Gender Identity (select from list; includes Prefer Not To Answer option)
    - * Member of the LGBTQ+ community? (Yes / No / Prefer Not To Answer)
    - * Years of experience on session topic: 1-5 / 6-10 / 11-15 / 16-20 / 20+
    - * Public speaking experience: Novice / Advanced Beginner / Competent / Proficient / Expert
    - * Is the nominee a SWE Member?
    - * Is the nominee a Paid Speaker?
    - * Does the nominee require a speaker fee for this speaking engagement?
    - * LinkedIn Profile URL
    - * Speaker Biography (150 words max, written in third person using complete sentences)
    - * Professional Summary (75 words max. Briefly describe the nominee's current role.)
    - * Has this speaker spoken at any previous SWE conferences? If so, which?
    - * Photo Upload

Theme & Takeaways Task

1. *** THEME** (4 points) – Please provide a proposed theme for the keynote presentation.
2. *** KEY TAKEAWAY #1** (1 point)
3. *** KEY TAKEAWAY #2** (1 point)
4. *** KEY TAKEAWAY #3** (1 point)
5. *** PRESENTATION EXAMPLES** (0 points) - Please list examples of the nominee's recent speaking experience (last 3 years), including where the speaking experience occurred.

Video - File Upload Task

1. *** VIDEO** (3 points) - Submit a streaming link to a sample video of the nominee presenting at a past speaking event in a setting similar to WELPune26. The presentation should be as closely related to the proposed topic as possible. **Video clip should not exceed 5 minutes. Allowed video types = .avi, .mov, .mpg, .mp4.**

   If you currently have a video streaming link, you must convert this to a video file. Many recent smartphones have a "video screen record" option (be sure to enable audio recording as well). Alternatively, there are free, computer screen-recording softwares such as Movavi (available for Mac or PC).

   Before uploading, be sure to preview your video to ensure it meets your quality expectations and adequately conveys the Keynote Nominee's speaking ability.

   IMPORTANT: Please recall that this video is worth 15% of the overall scoring rubric. If you do not upload your correct video by the deadline, your Keynote nomination is incomplete, and therefore your nominee will not be eligible for consideration for a Keynote Speaker role at this conference.

Acknowledgements Task

1. *** Acknowledgement of Requirement to Click Submit** (0 points) - I understand that, after completing all Tasks, I must click Submit in order to finalize and submit my nomination. If I fail to click Submit, my nomination will remain frozen in Active / Incomplete status, meaning my nominee will be ineligible for consideration for a Keynote Speaker role at WELPune26.

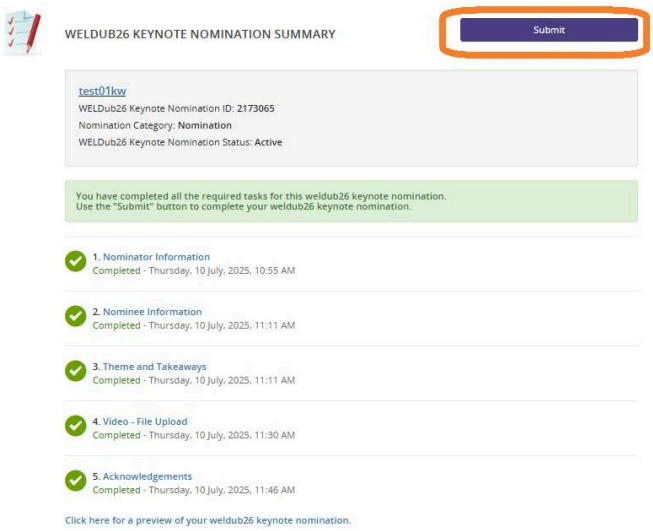


Image 1: An incomplete Nomination.
When you see this screen, you still need to click Submit in the upper right.

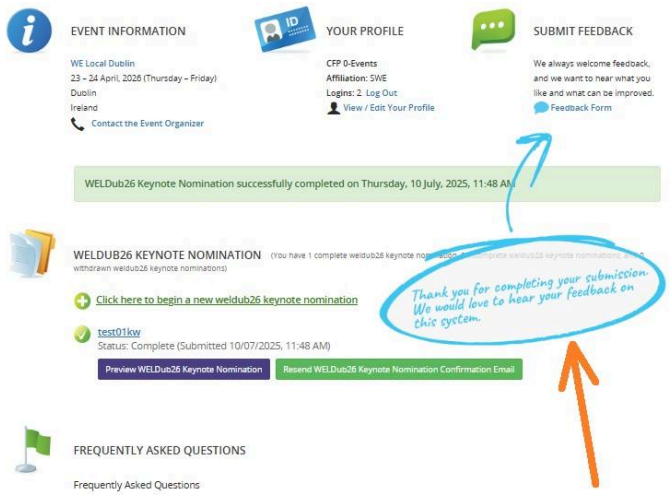


Image 2: Nomination Dashboard immediately after submission.
A blue, handwritten-style graphic invites you to enter optional feedback on your submission experience.

Image 3: Dashboard close-up: successfully submitted Nomination.
A successfully submitted proposal shows "Status: Complete (Submitted mm/dd/yyyy, hh:mm.)" If your proposal shows "Status: Incomplete," you have not yet submitted.

Image 4. Sample confirmation email.
Immediately after submission, the submitter will receive a confirmation email from cfk@swe.org. You may need to check your Spam. If you do not receive a confirmation email, you have not successfully submitted your Nomination.

Finally, you must click SUBMIT to complete your nomination. If you fail to click SUBMIT, this nominee will NOT be eligible to speak at this conference!

Optional Edits + How to Withdraw a Nomination

It is possible to edit in-progress or submitted nominations any time up until the submission deadline. While logged in to Cadmium, click into your existing nomination submission. Near the top, there is a bar that says Home / WELPune26 Keynote Nomination / Task List.

- Click WELPune26 Keynote Nomination to **edit** your Nominee Name or to **withdraw** your nomination.
- Click Task List to **edit** any of your nomination content.