

WE Local US (WELUS27) Call for Participation (CFP) for Breakout Sessions Submission Guidelines

*In February-March 2027, Society of Women Engineers (SWE) will offer three [WE Local Conferences in the US](#): Raleigh, NC; Boise, ID; and St. Louis, MO. We at SWE are committed to making this WE Local conference – like all our programming – a safe, welcoming, and productive learning environment for all participants. Our goals in this **WE Local US (WELUS27) Call for Participation (CFP) for Breakout Sessions** (Lectures, Panels, Snap Sessions, and Workshops) are: to ensure effective programming and speaking opportunities are provided, and to empower attendees to succeed at every stage of their professional development.*

WELUS27 CFP Timeline

- CFP Opens: **July 27, 2026**
- CFP Closes: **Tuesday, September 8, 2026, 11:59pm ET**
 - **Be sure to enter [personal email\(s\)](#), not [work email\(s\)](#), for your Submitter & Presenter(s)!** In 2026 we've seen a massive spike in work emails blocking correspondence from cfp@swe.org.
- CFP Notifications Sent from cfp@swe.org: **November 23, 2026**
- Session Agreement Task Due: **December 11, 2026**, ONLY via Harvester portal
 - You will **not** receive an extension on the post-Acceptance Tasks if you applied using a [work email](#) and it blocks your acceptance notification.
- Session PowerPoint Due and Speaker Updates, Photos, and Bios Due, ONLY via Harvester Portal: TWO WEEKS before your conference, i.e.:
 - **February 5, 2027** for Raleigh, NC
 - **February 12, 2027** for Boise, ID
 - **February 26, 2027** for St. Louis, MO
- **WE Local in Raleigh, NC: February 19-20, 2027**
- **WE Local in Boise, ID: February 26-27, 2027**
- **WE Local in St. Louis, MO: March 12-13, 2027**

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Scoring Rubric; Tips & Best Practices

Scoring Rubric

Breakout Sessions submitted to the WELUS27 CFP are scored as follows:

CFP Scoring Rubric	
Title – Concise & Intriguing	5 points
Description – Focused & Concise	5 points
Description – Relevant & Interesting	5 points
Learning Outcomes	5 points
Speaker Qualifications	5 points
Local Relevance	1 point
Overall Clarity	3 points
Unique Perspective	3 points
Relevant to SWE's Mission	3 points
Overall Recommendation	5 points
Total	40 points

Tips & Best Practices

- **Prepare your submission in advance!** – Read this guide in its entirety and collect all your session information and speaker information before beginning the submission process.
- **Avoid the Number One Complaint** – The number one complaint from session attendees 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 Submissions in Leader Levels 3 (Performing) & 4 (Transforming)** - SWE is actively looking for and encourages you to submit Performing and Transforming 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 Submission window 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 colleague to review your proposal before you submit it 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.”

How to Submit a Breakout Session Proposal to the WELUS27 CFP

- ❖ **Access the [online submission portal](#)** to submit your session proposal. The sections and questions below closely mirror the application content within the submission portal.
- ❖ **What email should I apply with?** We strongly recommend you enter **personal email(s)**, not work email(s), for your Submitter & Presenter(s). In 2026 we've seen a massive spike in workplace emails blocking Acceptance Notifications sent from cfp@swe.org.
- ❖ **Need portal help?** View the [short tutorial video](#) showing how to submit a proposal (video from WE25, but the WELUS27 submission portal is very similar).
- ❖ **Need content help?** Take the [short micro-learning course](#) showing how to craft effective session descriptions and learning outcomes.
- ❖ **How many sessions can I propose?** You can be involved (as Submitter/Speaker/Moderator) in **maximum 3 submissions**, and they must all be **substantively distinct**.
 - Example 1: You submit 3 Snap Sessions, all on different topics. → **OK! ✓**
 - Example 2: You submit a Snap and a Lecture with the same title, description, and learning outcomes. → No duplicates allowed. **Both your submissions will be disqualified. ✗**
 - Example 3: Your colleague submits 3 distinct Lectures that list you as a speaker, and you submit 3 distinct Snaps. → You may not be involved in 6 submissions. **All 6 will be disqualified. ✗**
- ❖ **CFP submission deadline = September 8, 2026, 11:59pm ET.**
NO EXTENSIONS will be possible, because we have a very tight timeline for processing submission data and assigning all reviews.

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!

Please submit using a **personal email**, not a work email, to ensure you receive your Notification from cfp@swe.org!

Proposals may only be submitted through this form. If you have never submitted to any of SWE's Women in Engineering (WE) conferences before, you'll need to create an account. Click [Join Now](#) below to get started. If you've submitted to any prior WE conference CFP process since WE Local 2024, you should be able to re-use your previous login credentials.

Log in to the Abstract ScoreCard

New Users

Click 'Join Now' to begin your first submission.

[Join Now](#)

Already a User?

Email Address *

Access Key *

[Show](#)

[Lost your access key?](#)

[Login](#)

Basic Info (after login, in Submitter Dashboard, click “Click here to begin new proposal”)

1. *** Title** (5 points) – The title is evaluated on being concise and capturing interest (limit to 10 words).
2. *** Format** (0 points) - Select the Breakout Session format that provides the appropriate time and number of presenters, and the best learning experience to achieve the learning outcomes.
 - **Important:** If you are uncertain which format to choose, please view the [WE25 Breakout Session Schedule](#) to get a sense of the types of sessions that tend to be selected in each format. Do **not** duplicate your content across multiple formats (e.g., creating two essentially identical submissions, but one is a Lecture and one is a Snap). If we find that you have submitted any duplicate or near-duplicate proposals across different formats, **all** of your submissions will be **disqualified**.
 - **Listen & Learn Lecture** (30-minute lecture plus 15-minute audience Q&A): Lectures are the standard conference session type where subject-matter experts present to attendees with minimal on-stage group discussions. Must have minimum 1 and maximum 2 speakers.
 - **Engaged Exchange Panel** (45-minute panel discussion plus 15-minute audience Q&A): This format is ideal for panel discussions. Panels provide opportunities to learn from multiple subject-matter experts. Must have 1 moderator + 2-4 speakers, i.e., 3-5 presenters total.
 - **Snap Session** (15-minute presentation plus 5-minute audience Q&A): Snap Sessions are short and thought-provoking. SWE typically schedules 2-3 snap sessions in a row, arranged according to themes. Must have minimum 1 and maximum 2 speakers.
 - **Workshop** (90-minute workshop): Workshops provide a substantially more interactive, hands-on, technical experience than Lectures, Panels, or Snap Sessions. A VERY limited number of Workshop slots are available. The Selection Committee will strongly prioritize **technical** workshop proposals; non-technical topics such as writing and communication (though very important) are **extremely unlikely** to be selected for workshop slots. For more info, see the list of [Top WELUS Workshops \(PDF\)](#). Must have minimum 1 and maximum 2 presenters.

Session Specifications Task

1. *** Track** (0 points) - Select the track that most closely relates to the subject matter of your session.
 - **Important:** If you are uncertain which track to choose, please view the [WE25 Breakout Session Schedule](#) to get a sense of the types of sessions that tend to be selected in each track. Do **not** duplicate your content across multiple tracks (e.g., creating two essentially identical submissions, but one is Track 2 and one is Track 3). If we find that you have submitted any duplicate or near-duplicate proposals across different tracks, **all** of your submissions will be **disqualified**.
 1. **Leading Self:** Leading others begins with leading ourselves. Leading Self sessions focus on one’s behavior, skills, and attitudes as they relate to oneself. These key areas set the foundation for leadership beyond oneself. Examples include:
 - Self-reflection and assessment techniques to recognize strengths and opportunities for personal improvement
 - Best practices for developing and maintaining personal wellness
 - Strategies for creating a growth mindset
 2. **Developing Others:** The development of others is an essential part of leadership. Sessions in this track link with the skills and behaviors of leaders who invest in the growth of colleagues, peers, and direct reports. Examples include:
 - Using coaching to empower individuals
 - Best practices in mentoring and sponsorship
 - Building a learning culture
 3. **Leading Change:** Leaders are at the forefront of changemaking. Whether in the workplace, society, or even in informal settings. These sessions correlate with core leadership skills and behaviors involved with facilitating change. Examples include:
 - Communicating and advancing your organization’s mission and vision

- Using a systems thinking approach
 - Creating buy-in with stakeholders
4. **Communication:** Leaders communicate in many different environments; however, the essence of communication remains similar across various platforms. Digital or in-person, these competencies are critical for leaders at all levels. Examples include:
 - Having difficult conversations and diffusing conflicts
 - Using active listening and providing feedback
 - Delivering effective and impactful presentations
 5. **Business Acumen:** The complexities of organizations require leaders who can navigate various aspects of business, from finances to people management. Sessions in this track hone the competencies needed to maintain viable organizations. Examples include:
 - Best practices in project management
 - Strategic Planning
 - Data Analytics and Business Intelligence
 6. **Diversity, Equity, Inclusion, and Belonging:** Commitment and skills related to DEI&B are essential in the modern leader's career. Concepts covered by sessions in this track include a variety of aspects related to the successful advancement of DEI&B in workplaces and professional relationships. Examples include:
 - Techniques to build and promote a culture that values DEI&B
 - Tools to be inclusive leaders and team members
 - Leveraging intersectionality in the workplace
 7. **SWE Leadership and Governance:** This track pertains to content related to supporting development and pathways to volunteer leadership positions within SWE (e.g., Section Leader, Committee Chair, Trustee, Senator, Director, etc.). Additionally, this track covers sessions highlighting components of the SWE Governance structure. Examples include:
 - Ideas to support the next generation of engineers to become volunteer leaders
 - Strategies to expand participation in your section or affiliate
 - Best practices in volunteer management and satisfaction
 8. **Technical Aspects:** Sessions in this track cover the machines, processes, materials, technologies, and techniques used in diverse engineering specialties. Examples include:
 - Artificial Intelligence
 - Energy Transition and Sustainability
 - Best practices in product design and delivery
2. *** Leader Level of the Presenter(s)** (0 points) - Select the leader level which most closely aligns with the experience and background of the presenter(s) of this session.
1. **Emerging:** An aspiring leader with limited or no SWE or other leadership experience (0-1 years of leadership experience). An emerging leader is in the process of learning about leadership but may not have hands-on experience as a leader yet. Emerging leaders are quick to learn and take on support-level tasks to move initiatives forward.
 2. **Developing:** An experienced leader with at least some SWE or other leadership experience (2-4 years of leadership experience). A developing leader has learned some of the basics about leadership and has had some real-world opportunities to practice their leadership skills. Developing leaders are in the process of gaining experience and exposure to a variety of leadership styles and methods, and are eager to support initiatives led by more senior leaders.
 3. **Performing:** Significant SWE or other leadership experience (5-9 years of leadership experience). A performing leader has demonstrated their effectiveness as a leader in a variety of settings and has had multiple opportunities to refine their leadership abilities in diverse environments. Performing leaders support initiatives led by leaders at more advanced leadership levels.

4. **Transforming:** Extensive SWE or other leadership experience (10+ years of leadership experience). A transforming leader has a proven track record of success as a leader, having had varied and diverse opportunities to lead others through a variety of settings and circumstances. Transforming leaders influence other individuals toward a common goal and impact organizational change in a positive direction.
3. *** Leader Level of the Audience** (0 points) - Select the leader level that most closely aligns with the experience and background of the intended audience of this session.
- o **Important:** If you are uncertain which Audience Leader Level to choose, please view the [WE25 Breakout Session Schedule](#) to get a sense of the types of sessions that tend to be selected. For a session aimed at a broad audience, we recommend selecting one of the mid-career Audience Leader Levels: 2. Developing or 3. Performing. Do **not** duplicate your content across multiple Audience Leader Levels (e.g., creating two essentially identical submissions, but one is A.L.L. 2 and one is A.L.L. 3). If we find that you have submitted any duplicate or near-duplicate proposals across different Audience Leader Levels, **all** of your submissions will be **disqualified**.
- | | |
|----------------------|------------------------|
| 1. Emerging | 3. Performing |
| 2. Developing | 4. Transforming |
4. *** Keyword** (0 points) - Please choose one keyword from the list below that most closely represents the content of this session.

- | | | |
|-----------------------------------|--|---|
| • academia | • healthcare technology | • productivity / time management |
| • advocacy | • hobbies | • professional development |
| • AI (artificial intelligence) | • immigrant experience | • professional networking |
| • athletes / sports | • imposter syndrome / confidence | • professional specialization |
| • attraction / retention | • inclusivity | • project management |
| • bias | • internships / co-ops | • psychological safety |
| • burnout | • intersectionality | • remote work |
| • career break / STEM re-entry | • introverts | • representation / underrepresented identities |
| • career planning | • invisible labor | • resilience |
| • career transitions | • late career / retiree | • resume writing |
| • challenge / change | • layoff experience | • role models / early pioneers |
| • cloud services / systems | • leadership | • self-advocacy |
| • community colleges | • legislation / public policy | • sick leave |
| • continuing education | • LGBTQ+ experience | • simulation |
| • cross-cultural work | • machine learning | • small business |
| • data security | • male allyship | • specific technologies / technical solutions |
| • digital twin | • management | • STEM curriculum development |
| • disability | • mental health | • STEM subfield / discipline / industry |
| • effective communication | • mentorship / sponsorship | • strategic planning |
| • emotional intelligence (EQ) | • military | • sustainability |
| • entrepreneurship | • motherhood / parenting | • SWE leadership |
| • ERGs (employee resource groups) | • neurodivergence / neurodiversity | • teamwork |
| • financial health | • non-technical skills | • technical leadership |
| • first-gen experience | • occupational health | • VR (virtual reality) |
| • generalists / broad skill sets | • organizational development | • wellness |
| • global careers | • patents | • work-life balance |
| • government | • personal branding / self-representation | • youth outreach |
| • grad students / programs | • product design / development / marketing | • Session content is not represented by any listed keyword. |
| • health disparities | | |

5. *** Session Presented Before** (0 points) - Have you (i.e., you personally, or a presenter lineup mostly similar to the lineup you are submitting here) presented this session (i.e., this precise session, or a session mostly similar to it) at any previous WE Local or WE Annual conferences? Select all that apply.
- WE26
 - WE Local 2026
 - WE25
 - WE Local 2025
 - WE24
 - WE Local 2024
 - WE23
 - WE Local 2023
 - WE22
 - WE Local 2022
 - I/we have NOT presented this or a similar session at any prior WE conference.
6. *** First-Time WE Presenter** (0 points) - If this session is accepted, would this be the first time the presenter(s) is/are presenting at any of SWE's Women in Engineering (WE) conferences? Yes / No
- Note: In order to answer Yes, all presenters on this session must be first-time WE presenters.
7. *** WELUS City - First Choice** (0 points) - Which WE Local conference do you most prefer to be considered for? Choose one. *Note: SWE does not reimburse travel/lodging costs nor offer any stipends for Breakout Session Speakers.*
- WE Local in Raleigh, NC: February 19-20, 2027
 - WE Local in Boise, ID: February 26-27, 2027
 - WE Local in St. Louis, MO: March 12-13, 2027
8. **WELUS City - Second Choice** (0 points) - Optional: Which WE Local conference would you like to be considered for as a second choice, in case your session is not able to be selected for your first-choice city?
- WE Local in Raleigh, NC: February 19-20, 2027
 - WE Local in Boise, ID: February 26-27, 2027
 - WE Local in St. Louis, MO: March 12-13, 2027

(For Workshops Only) Technical Tools Task

1. *** Acknowledgement** (0 points) - Does your workshop make substantial use of **technical tools**? If not, your workshop is much less likely to be selected.
2. *** Tools Description** (0 points) - Describe the **technical tools** that your workshop uses.

*Examples of **technical tools** appropriate for WE Local Workshops include but are not limited to: Hand tools (hammer, wrenches, screwdrivers), electronics and soldering equipment, microcontrollers and embedded systems (Arduino, Raspberry Pi, ESP32), robotics and automation kits (LEGO, VEX), tabletop manufacturing and fabrication tools (3D printers, laser cutters), software platforms and engineering applications (CAD, simulation, AI/ML, data analytics, programming environments), emerging technologies (VR/AR, drones, IoT, wearables)*

Session Description Task

1. *** DESCRIPTION** (10 points) – In 150 words or less, describe:
- What the topic is and why it's important,
 - The purpose of the session, and
 - 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, and (5 points) Being relevant and interesting.

Learning Outcomes Task

- 1-3. *** LEARNING OUTCOMES** (5 points) – Learning outcomes are measurable statements that describe what **attendees** should be able to do after participating in your session (**not** what presenter(s) will do during the session). Each session is evaluated based on the learning outcomes **being clearly stated and achievable with instruction**. [Further information on how to write effective learning outcomes](#). **Max. 15 words per Learning Outcome**.

Each learning outcome must **begin with a verb**. Examples of well-written learning outcomes include: “**Identify** the basic principles of data science” or “**Describe** useful conflict resolution techniques.” Use a verb from the table below to start each of your learning outcomes.

- **Listen & Learn Lectures, Engaged Exchange Panels, and Workshops** must provide 3 Learning Outcomes.
- **Snap Sessions** must provide 2-3 Learning Outcomes.

Bloom's Taxonomy Action Verbs											
KNOWLEDGE		COMPREHENSION		APPLICATION		ANALYSIS		SYNTHESIS		EVALUATION	
Define	List	Classify	Explain	Apply	Modify	Analyze	Compare	Categorize	Develop	Assess	Evaluate
Describe	Name	Describe	Express	Change	Practice	Appraise	Contrast	Compose	Devise	Compare	Interpret
Duplicate	Outline	Discuss	Predict	Demonstrate	Prepare	Calculate	Examine	Create	Plan	Conclude	Relate
Identify	Recognize	Estimate	Review	Illustrate	Solve	Categorize	Outline	Design	Summarize	Contrast	Predict

Session-Specific Speaker Qualifications Task

- 1-5. *** SESSION-SPECIFIC SPEAKER QUALIFICATIONS** (5 points) – **For each presenter** on this session, enter **their first and last name, and their qualifications to present on this topic**. Simple sentences are ok. This is **different from a full professional bio**, which will be entered later.

Reviewers will view this information. Reviewers need to see: (1) presenter first and last names, in order to understand whether they have a conflict of interest with this session/ these presenters; and (2) presenters' qualifications on this particular session topic, in order to assess all proposed speakers' ability to present on this topic. **Failure to enter qualifications for all proposed speakers, or entry of placeholder text (e.g., “will submit qualifications later”), will result in a deduction in the Speaker Qualifications category.**

For example, for a session on AI, the following speaker qualifications might be listed:

Jane Doe is Senior Technical Leader of AI Projects for Fictional Company. Has 10 years' experience AI implementations in web projects. Currently researching new fractal models for AI. Previously presented on unique benefits and challenges of AI at Fiction Conference 2024.

Video - Link Input Task (Optional)

1. **VIDEO PITCH** (0 points) - Submit a video pitch (max. 90 seconds) illustrating (1) why the topic is of interest to attendees, and (2) the speakers' comfort with public speaking. SWE recommends using Zoom, Teams, Google Meeting, or Webex to record the video. Alternatively, you may submit a sample video excerpt (max. 90 seconds) from a past speaking event, if the speaker lineup was highly similar to the speaker lineup you are proposing here.

Please submit your video pitch as a streaming link. If you currently have a video file (.mov, .mp4, etc.), please upload it to a streaming platform of your choice, such as Vimeo (see <https://vimeo.com/upload>) or YouTube, then enter the streaming URL in this Task. If the streaming link is password-protected, please be sure to include the password within this Task.

Speaker Information Task

1-10. * **SPEAKER INFORMATION** - For each presenter, enter the information listed below.

- **Listen & Learn Lectures, Snap Sessions, and Workshops must** have 1 or 2 Speakers.
 - **Engaged Exchange Panels must** have 1 Moderator + 2-4 Speakers, i.e., 3-5 Presenters total.
 - All sessions may optionally list up to 5 Auxiliary Contacts, i.e., non-presenters who will be kept apprised of this session's acceptance status. (Alternatively, you may enter presenters' backup emails in the Aux. Contact slots.)
 - We strongly encourage you to enter **personal email(s)**, not work email(s), for your presenter(s). In 2026 we've seen a massive spike in workplace emails blocking crucial correspondence from cfp@swe.org, including the Notification email explaining whether your session was selected for the conference. If your session is accepted and you applied using a work email that blocks you from accessing your acceptance notification, you will **NOT** receive an extension on the Session Agreement and other mandatory post-acceptance tasks.
 - **Important:** If this session is accepted for presentation at WELUS27, the numerically first person in your Speaker List is the one who must complete several crucial session-info tasks (Session Agreement, Schedule Availability, and PowerPoint Upload). **Use the up/down arrows in the Speaker Information Task to ensure that a reliable point person is listed first.** If this session is accepted for presentation at WELUS27, you will have the opportunity to change your presenter order later.
 - **Important:** Do **not** duplicate your content with slightly different Speaker Lists (e.g., submitting the same submission twice, but once with speakers Jane Doe and Emily Martinez, and another submission with Jane Doe and Frieda Smith). If we find that you have submitted any duplicate or near-duplicate proposals with slightly different speaker lists, **all** of your submissions will be **disqualified**.
- * First and last name
 - * Email address
 - * Role in this Session: Speaker / Moderator / Auxiliary Contact
 - * Phone number (*Phone number through Bio may be placeholder info for Auxiliary Contacts*)
 - * City and country
 - * Title/position
 - * Company/organization
 - * Gender (select from list; includes Prefer Not To Answer option)
 - * Racial or cultural group (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 level: Novice / Advanced Beginner / Competent / Proficient / Expert
 - * Any accessibility requirements?
 - * Is this speaker a SWE Member? Yes / No
 - * Is this speaker a member of any [SWE Affinity Groups](#)? Check all that apply.
 - * Speaker photo (can be a placeholder image for Auxiliary Contacts)
 - * Bio (150 words) - This should be a **generalized professional bio**, including the speaker's **first and last name**, and written in **third person** using **complete sentences**. If this session is accepted for presentation at WELUS27, this bio will port over to the accepted session portal, where you will have an opportunity to edit this bio later, if desired.

Acknowledgements Task

1. * **Funding Acknowledgement** (0 points) - I understand that SWE does not provide any honoraria to Breakout Session presenters, nor any funding to support Breakout Session presenters' travel, lodging, and expenses. If this session is selected for presentation at WELUS27, all presenters on this session will be responsible for funding their own travel, lodging, and other conference-related expenses.

2. *** Acknowledgement of Requirement to Click Submit** (0 points) - I understand that, after completing all Tasks, I must click the **Submit** button in order to finalize and submit my proposal. If I fail to click Submit, my application will remain frozen in Active / Incomplete status, meaning it will be ineligible for presentation at WELUS27. (See images 1-4 below.)
3. *** Acknowledgement of Submission Maximum** (0 points) - I understand that I may be involved (as Submitter, Speaker, and/or Moderator) in maximum 3 submissions. If I am involved in more than 3 submissions, all the submissions I'm involved in will be disqualified.
4. *** Acknowledgement of Personal Email** (0 points) - I understand that SWE strongly recommends all Breakout Session Submitters, Speakers, and Moderators use a personal email, not a work email, when submitting their proposal(s). I understand that if this session is accepted, and I or my co-speakers (if applicable) have submitted using work email(s) that block(s) my Acceptance Notification (sent from cfp@swe.org), I will **not** receive an extension on the Session Agreement or other post-acceptance tasks.

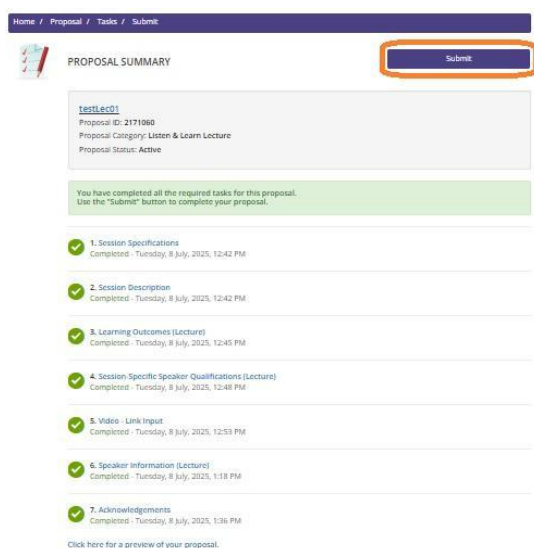


Image 1: an incomplete application.

When you see a screen like this, you still need to click **Submit** in the upper right.

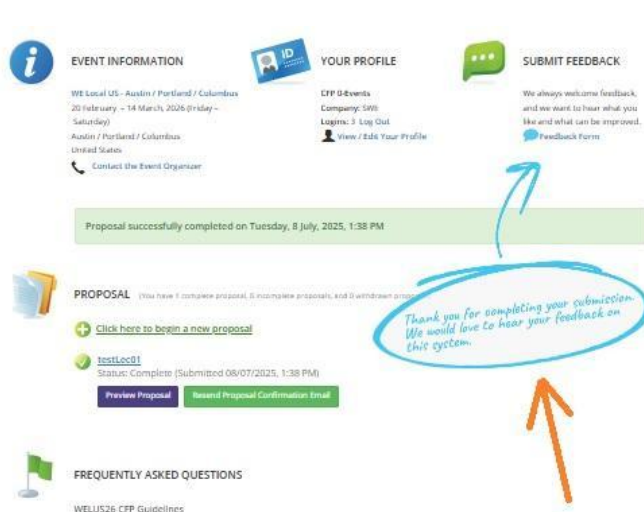


Image 2: Submission Dashboard immediately after submission.

A blue, handwritten-style graphic invites you to enter optional feedback on your submission experience.



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

Thank you for submitting! Please add cfp@swe.org and welocal@swe.org to your email contacts so you don't miss important correspondence, such as whether this session is accepted for presentation

Call for Participation: WE Local US - Austin / Portland / Columbus

You can access your Proposal at any time by [clicking here](#).

Proposal Category
Listen & Learn Lecture

Proposal Status:
Complete

Proposal ID:
[REDACTED]

Image 4. Sample confirmation email.

Immediately after submission, the submitter will receive a confirmation email from cfp@swe.org. You may need to check your Spam.



Optional Edits + How to Withdraw a Proposal

You may edit in-progress or submitted sessions any time up until the submission deadline. Inside your existing proposal submission, near the top, there is a bar that says Home / Proposal / Task List.

- Click Proposal to **edit** your Title or Session Format (Lecture / Panel / Snap / Workshop).
- Click Task List to **edit** any of your session content.
- Click Proposal, then in the Proposal Status Dropdown menu, select Withdrawn, and finally click the Update Proposal button, in order to **withdraw** your session.

Speaker Notice & FAQs

Notice for all Speakers

- All Breakout Session presenters are volunteers who provide their expertise and time at no cost to SWE.
- For any general questions about the WELUS27 conference, contact SWE at welocal@swe.org. For specific questions on submitting a Breakout Session proposal to the online portal, contact cfp@swe.org.

Frequently Asked Questions

1. Can I submit more than one proposal?

Yes, with several caveats:

- a) To provide opportunities to as many people as possible, SWE tends not to accept more than one session per person.
- b) All your proposals must be substantively **different**. (Near)duplicate proposals will be **disqualified**.
*Example: You're uncertain whether your session should be a Lecture or a Snap, so you duplicate the content into 2 proposals: 1 Lecture and 1 Snap. This is not **NOT** allowed; both submissions will be **disqualified**. Instead, you should choose one format. (See [WE25 program](#) to browse Lectures / Snaps.)*
- c) Individuals may NOT be involved (as submitters or presenters) in more than 3 submissions total. If you are a submitter/presenter on more than 3 submissions, **all** the submissions you're involved in will be **disqualified**.
*Example: Bonnie and Thelma are a speaking duo with 6 distinct submission ideas. Bonnie wants to submit 3 sessions listing herself and Thelma as speakers, and Thelma wants to submit 3 totally different sessions listing herself and Bonnie as speakers. This is **NOT** allowed, since Bonnie and Thelma are each involved in 6 sessions total. If they did this, all 6 submissions would be **disqualified**. Instead, they should discuss and choose their 3 best proposals, and either one of them (not both) may submit these 3 distinct proposals.*

2. Does SWE accept Breakout Session presenters who do not identify as women?

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

3. I'm not a SWE member. Am I eligible to present a Breakout Session at a WE conference?

Yes. SWE Membership is not required to present a Breakout Session at a WE conference.

4. How do I participate in the Poster Competition?

The Poster Competition process is entirely separate from the CFP Breakout Session process. Please visit [WE Local Posters](#) to get a sense of Poster content and the Poster process at WE Conferences.

5. How do I submit a Keynote presentation proposal?

The Keynote selection process is entirely separate from the CFP Breakout Session process, and usually occurs at least one year before the conference. Please visit [WE Local Keynotes](#) to get a sense of Keynote presentations and the Keynote process at WE Conferences.

6. Does SWE offer an honorarium to Breakout Session presenters?

No. Breakout Session presenters must self-fund their travel, lodging, and all other expenses. SWE does not reimburse costs or offer any stipends or speaker fees for Breakout Session presenters.