

## WE17 FAQs

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### CFP FAQs

**Q:** I forgot my password. Can you please reset it?

**A:** See the instructions by selecting SUPPORT on the site as shown below.

<https://precis2.preciscentral.com/Page.aspx?NID=F400E97BF5F38A74&P=D805325BAA88D2EA3D4E46B47B-0837BE&Rnd=636226685897083624>



**Q:** I submitted an abstract, but never received my confirmation letter saying I was accepted or not.

**A:** Contact John Hinch at Omnipress to resend the confirmation letter at [jhinch@omnipress.com](mailto:jhinch@omnipress.com)

**Q:** I cannot get into the portal. All I can see is “edit submission” when I log in.

**A:** You need to look at the tab that reads “WE17 submission”, click on that tab, and choose “Create Submission”

**Q:** When will acceptance/rejection letters be sent?

**A:** Acceptance and rejection letters are scheduled to go out the beginning of May.

**Q:** I want to change my information in my abstract, how do I do that?

**A:** Simply go back in the system, and change that information.

**Q:** How do I register for the call for participation site and what is my username and password?

**A:** Go to the following website and use your AMS username and password.

<https://precis2.preciscentral.com/Page.aspx?NID=F400E97BF5F38A74&P=D805325BAA88D2EA3D4E46B47B-0837BE&Rnd=636243967800349223>

**Q:** Do you have to be a SWE member to present at the conference?

**A:** No

**Q:** Where is the agenda?

**A:** The agenda will be located on the conference [website](#) once it is available. The fixed schedule will be available on August 1, 2017.

**Q:** Some of my members are curious if it is okay to include a video into their presentation, they will be mentioning the video in their proposal. Is that okay for presentations?

**A:** WE17 will have free Wi-Fi; however, it is not guaranteed bandwidth. As a result, I recommend not using videos.

**Q:** Can you do a brief description of the WE17 thematic areas.

**A:** You can find the track descriptions on the following page.

<http://societyofwomenengineers.swe.org/learning/393-conferences-slide/5071-save-the-date-for-we17>

**Q:** I just wanted to inquire about the selection process for speaking at the SWE annual conference. Once we submit the application, when should we expect to find out if we have been selected?

**A:** Letters are scheduled to be sent out towards the end of April.

**Q:** I am a student at the University of Liberia studying civil engineering. I am a member of LSWE. I am interested in serving as a presenter at the we17 conference come October. Can I get the link to apply?

**A:** You can use the following link to submit an abstract for WE17.

<http://societyofwomenengineers.swe.org/learning/393-conferences-slide/5071-save-the-date-for-we17>

**Q:** I am working with a SWE member in creation of a presentation which she hopes to present at the 2017 SWE Conference Austin TX (Oct. 27 & 28). I believe that submission deadline is March 11. Assuming those dates are correct, where would we find that submission format? In addition, can submissions be "tweaked" if necessary after submission?

**A:** You can find additional information here. You can also make changes after you submit.

**Q:** For the upcoming SWE conference for Featured Speakers, are there different session lengths depending on the topic? Or how is that determined.

**A:** Typically, workshops and lecture sessions are one hour, comprised of 50 minutes presentations with a 10 minutes Q&A. Panel formats for smaller panels are typically one hour but they can request up to 1 hour 15 minutes for longer panels.

**Q:** Can you please send me the call for presentation website? I cannot seem to find it.

**A:** <https://precis2.preciscentral.com/Page.aspx?NID=F400E97BF5F38A74&P=D805325BAA88D2EA3D4E46B47B0837BE&Rnd=636226685897083624>

**Q:** We would like to propose a panel on cyber security. Security is a hot job market for engineers now. How are panels selected? Is this something we can propose in the session submission form? We think it would be best to include members from industry, academia, and government. Could we get your help with setting this up? We have some contacts at Carnegie Mellon University, if that would help.

**A:** This would have to be submitted at the portal. As long as there is a title, description, and strong objectives, the speakers would be named later. However, the panel would have to be set up by the requestor naming all speakers and coordinating the panel.

**Q:** What are your thoughts on submitting session topics that we presented on last year? For example, Linda Freeman had a session on the Internet of Things that was very well attending and received at WE16. Would you consider a repeat session or would you prefer that we submit a different topic? On the submission website, there appears to be an eight-session cap? Can we submit more than eight? Would it be best if I submit session, topics on behalf of presenters (coordinated) or if presenters submit individually or does it not matter?

**A:** The eight-session cap ensures that all companies receive equal review. Either way is okay – submitting together or having individuals submit (but reminding them to identify themselves with their company information).

**Q:** I remember last year there were specific guidelines for writing the proposals that went so far as to give suggestions for verb usage and how to write the objectives. Could you please point me in the right direction or forward me the guidelines?

**A:** There are general guidelines for writing the learning objectives within the speaker kit located on the website. This does not include specific verbs; however, it provides instructions on how to write them.

The screenshot shows a web application interface for 'WE17 Call for Presentations'. At the top, it says 'Welcome (Session timeout in 240 mins)'. Below that is a blue header with the title 'WE17 Call for Presentations'. On the left is a dark blue sidebar with a 'Content' menu containing 'Manage', 'My Submissions', 'My Reviews', and 'My Account'. The main content area has a 'Form Overview' section with two links: 'Please click here to read more about the 2017 SWE Track Descriptions.' and 'Please click here to read more about the 2017 SWE Speaker Kit.' Below these links is a note: 'As a site admin, submission limits and deadlines do not apply to you.' and two buttons: '<< Back' and 'Create New >>'. At the bottom of the main content area, there is a section titled 'Current Submissions for WE17 Submissions' with the text 'Below are your existing submissions for the selected form.'

**Q:** I heard that presenters get ½-price conference admission. Can you confirm this is true?

**A:** Approved presenters for sessions (up to the limited identified as part of the workshop or panel) will receive either 50% discount from their prevailing registration (i.e., member or non-member) or will have a choice to receive free registration for the day they are speaking. Special Codes will be included in acceptance letters.

## REGISTRATION

### GENERAL

**Q:** Where is registration located?

**A:** Austin Convention Center  
500 Cesar Chavez St., Austin, TX 78701  
*Level 1, corner of Trinity and Fourth.*

*\*Note that badges are not pre-printed, and will be picked up on site.*

**Q:** What meal options are available at the conference?

**A:** Below are the meals offered during conference **in addition to offsite options.**

- **Wednesday, 10/25:** No meals offered during the day. Committee Members have a dinner, and all registered attendees are welcome to attend the Ice Cream Social.
- **Thursday, 10/26**
  - o Keynote Breakfast – optional ticket at \$15.00 collegiate/\$20 professional
  - o Collegiate Luncheon – complimentary lunch, limited attendance, collegiate only. This lunch will be sponsored by TE Connectivity and Raytheon. Professionals on own.
  - o Career Fair Reception – 6:00pm. Career Fair session with mini-sandwiches, and hors d'oeuvres. All registered attendees welcome.
  - o Hospitality Suites – for jobseekers, both collegiate and professional, or those visiting our sponsoring companies. A night of networking, and snacks/desserts provided by our sponsoring companies.
- **Friday, 10/26:** \$15.00 Lunch voucher for each attendee. This voucher is handed to you at registration.
  - o Optional: Awards Banquet – ticketed. Professionals \$85.00 or Collegians \$45.00
- **Saturday, 10/27**
  - o Women Defining the Future Luncheon, no charge for collegiate, ELI only, limited attendance.
  - o Celebrate SWE! Optional, dinner, \$80.00 Professionals or \$40.00 Collegians
  - o The Austin Convention Center will have concessions, food trucks, and other offerings in the building.
- **Offsite options:**  
<https://www.accp.com/docs/meetings/am10/Downtown%20Austin%20Restaurant%20List.pdf>
- If you have any special dietary issues, we suggest you make stop at the flagship Whole Foods, located at 525 N. Lamar to pick up necessities. This grocery store is approximately 1.2 miles from the convention center.

**Q:** Do you have phone re-charge area?

**A:** We will have special areas in the Spark Center and Social Media Lounge where attendees can re-charge devices.

**Q:** How do I request special meals?

**A:** You can sign up for special meals during the registration process. There will be choices for standard special meals including vegetarian/gluten free/dairy free/diabetic, etc. If you have any health problems that would require special attention, please contact [conferencemanager@swe.org](mailto:conferencemanager@swe.org)

**Q:** How do I get an invite letter?

**A:** If you register for the conference, the system will recognize that you are from a non-us company, and will invite you to download a standard invitation that you can use to obtain your visa.

**Q:** I am a speaker. How do I get the speaker discount?

**A:** If you are accepted as a WE17 presenter, you should have been sent the correct speaker code on your acceptance letter. If you did not receive it, contact [conferencemanager@swe.org](mailto:conferencemanager@swe.org)

**Q:** What services does the Austin Convention Center have?

**A:** There are many services, including ATM machines, FedEx, Scooter Rental, Airline Information, Concession stands. Visit <https://www.austinconventioncenter.com/services/guest-services/>

**Q:** How do I book my hotel room?

**A:** Housing will open on April 17. Visit <http://we17.swe.org/housing> for details.

**Q:** How far is my hotel from the Austin Convention Center?

**A:** Please visit the map at <http://we17.swe.org/housing> for details. Most hotels are within walking distance.

**Q:** What is the best way to get from the Airport to my hotel?

**A:** There are options on the SWE website at <http://we17.swe.org/attendees/getting-to-austin/>

**Q:** Will you have luggage check at WE17?

**A:** We will have luggage check and coat check during most hours at WE17.

**Q:** Will there be a mother's room?

**A:** There will be two mother's rooms located on the first and third floor of the Austin Convention Center

**Q:** Will there be childcare?

**A:** Child Care will be provided by KiddieCorp during conference days Thursday-Saturday from 8:00a.m. – 5:00pm. There will be a link with information posted by July 2017 for signup. There will be a nominal charge for this service.

**Q:** Where can I find a list of exhibitors?

**A:** Visit <http://we17.swe.org/exhibitors>

## MEMBERSHIP

**Q:** I am unable to attend the SWE Conference this year due to conflicts at work but I have already registered, is there any way to get a refund on the registration?

**A:** Please reach out to the following for assistance:

**Phone:** 800.424.5249

**Email:** [swe@experient-inc.com](mailto:swe@experient-inc.com)

**Q:** I recently purchased a joint NSBE/SWE Membership through NSBE but do not see that my SWE Membership has been created and I cannot register for the conference as a SWE Member. Please advise.

**A:** Once a month, we receive payment and a list of members who have renewed or joined as a Joint SWE/NSBE Member through NSBE. Once we receive this list and payment from NSBE, your SWE Membership will be updated accordingly and you will be able to register for the WE17 Conference as a Member.

**Q:** I am a member of SWE but am only receiving the Non-Member rate when trying to register for the WE17 Conference. Please let me know how I can register as a Member.

**A:** All SWE Memberships coincide with our Fiscal Year which runs from 07/01-06/30. If you are receiving the Non-Member rate, it is because you have not yet renewed your SWE Membership for FY18. If you renew your SWE Membership online, you will then be provided the Member rate for the WE17 Conference.

**Q:** I purchased my joint membership through SHPE, NSBE or AISES, but I am not finding my membership number.

**A:** Your Member ID# can be found in the top right corner of your screen, under your name, after logging into [www.swe.org](http://www.swe.org)

**Q:** Why am I being charged a non-member price for conference?

**A:** Confirm that you have renewed your SWE membership online. All SWE Memberships coincide with our Fiscal Year that runs from 07/01-06/30. If you are receiving the Non-Member rate, it is because you have not yet renewed your SWE Membership for FY18. If you renew your SWE Membership online, you will then be provided the Member rate for the WE17 Conference.

## OUTREACH

**Q:** How do I register to volunteer for the annual outreach event?

**A:** Registration opens the beginning of June – using volunteer local link. Additional questions, email SWE Outreach at [outreach@swe.org](mailto:outreach@swe.org)

## EXHIBITING AT WE17

Visit <http://we17.swe.org/exhibitors/become-an-exhibitor/>

**Q:** How do I book a block of rooms?

**A:** Housing for Exhibitors: <https://registration.experientevent.com/ShowWEC171/Flow/EXH>

\*\*This site goes live April 17. For housing issues, first stop is [sweexh@experient-inc.com](mailto:sweexh@experient-inc.com).  
Second contact is [conferencemanager@swe.org](mailto:conferencemanager@swe.org)

**Q:** All both questions should be sent to Chris Carlson.

**A:** Refer to the SMS team

Chris Carlson, Exhibits Manager  
630-271-8232  
[exhibitsmanager@swe.org](mailto:exhibitsmanager@swe.org)

**Q:** When should I arrive?

**A:** Visit <http://we17.swe.org/exhibitors/become-an-exhibitor/>