



## ***Women in Nontraditional Careers (WINC) Request for Speaker(s)***

<b><i>Organization and Location/Address</i></b>	
<b><i>Date/Day/Time</i></b>	
<b><i>Audience - # and description</i></b>	
<b><i>Room/Setting/Virtual</i></b>	
<b><i>Purpose</i></b>	
<b><i>Number of Speakers needed, in what trades or occupations?</i></b>	
<b><i>Event Timeframe and Format</i></b>	
<b><i>Audio Visual Request</i></b>	
<b><i>Preparation to be done by Host</i></b>	
<b><i>Preparation to be done by Speaker(s)</i></b>	
<b><i>Parking (if in person)</i></b>	
<b><i>Directions (link preferred)</i></b>	
<b><i>Open to Public/Guests?</i></b>	
<b><i>Contact Name, Title, Email, Phone (for this event)</i></b>	
<b><i>Who will follow up with interested attendees?</i></b>	
<b><i>Date request submitted</i></b>	
<b><i>Date confirmation needed</i></b>	
<b><i>WINC Speaker Contact Info (once confirmed)</i></b>	



**Women in Nontraditional Careers (WINC)  
Request for Speaker(s) -- EXAMPLE**

<b>Organization and Location/Address</b>	Universal Audenried Charter High School, 3301 Tasker Street, Philadelphia, PA 19145 (Gray's Ferry, SW Philly)
<b>Date/Day/Time</b>	<b>EITHER March 19, April 16 or April 15.</b> Total: 1 hour, any time from 8:00am-3:30pm depending on speaker availability. Earlier time preferred.
<b>Audience - # and description</b>	84 female 9 <sup>th</sup> graders
<b>Room/Setting</b>	Auditorium
<b>Purpose</b>	Interest female 9 <sup>th</sup> graders in choosing a nontraditional Career and Technical Education (CTE) program like pre-engineering or automotive technology. Speakers should share their roles now and progression from high school
<b>Number of Speakers needed, in what trades or occupations?</b>	<b>A panel of 3 or more tradeswomen</b> -- ideally whose trade relates to pre-engineering (welding, sheetmetal worker, design, robotics, green energy) or automotive technology (auto or diesel/bus mechanic).
<b>Event Timeframe and Format</b>	Total: 1 hour Get settled, welcome and introductions (15 min) Optional video or PowerPoint (5 min) Facilitator asks questions of panel (25 min) Students ask questions (15 min)
<b>AudioVisual Request</b>	Ideally show a PowerPoint or short video
<b>Preparation to be done by Host</b>	Develop student-centered questions in advance; send one-pager on each CTE program
<b>Preparation to be done by Speaker(s)</b>	Prepare answers to questions in advance; Determine whether to show presentation or video
<b>Parking</b>	Street Parking is available around the school. If you prefer a parking lot, you are welcome to park at the adjacent school
<b>Directions (link preferred)</b>	<a href="http://tiny.cc/umdejz">http://tiny.cc/umdejz</a>
<b>Open to Public/Guests?</b>	No
<b>Contact Name, Title, Email, Phone (for this event)</b>	Name, Title email, phone
<b>Who will follow up with interested attendees?</b>	e.g. name and contact info. of school counselor
<b>Date request submitted</b>	1/7/2020
<b>Date confirmation needed</b>	2/27/2020
<b>WINC Speaker Contact Info (once confirmed)</b>	

Submit this request to: Sue Hoffman, [wincproject@philaworks.org](mailto:wincproject@philaworks.org), or call 215-717-2006