**Revised: 2013/11/21 SOS**

**PAC OC**

**Women in Science and Engineering (WISE) Template**

**1. Initiation:**

A position on the conference Local Organizing Committee (LOC) is established for the coordinator of the Women in Science and Engineering (WISE) at the conference. Actions usually begin at least one year prior to the conference. As a member of the LOC work with the Conference Chair, LOC Chair, Scientific Program Committee (SPC) Chair and PAC OC guidance.

**2. Program:**

The WISE event is usually held on Wednesday evening of the conference in a room large enough to hold up to 250 people reception style, with chairs around the periphery of the room and some small tall bar tables located throughout the room for holding attendee drinks and small plates. A full-service bar is provided with attendees provided with a ticket for one free drink. Finger food is provided for the attendees. A conference badge is required to enter the event.

Schedule for the event usually consists of the following items: opens at 19:00, small talk until 19:30, 19:30–20:30 presentations hosted by WISE Coordinator – introductions and support for WISE by WISE Coordinator followed by two to three talks by women in the accelerator (or local business) community providing experiences, lessons and time for questions and discussion. Networking follows the talks until 22:00. The WISE Coordinator needs to arrange for several dynamic individuals willing to be the presenters. We will cover presenter costs if they are not participating in the conference – for per diem and travel.

**3. Costs:**

Costs for WISE are included in the conference budget. IEEE-NPSS will cover costs up to $5000.

* Finger food - $8000.

 (based on 250 \* (4 types -$6+$6+$7+$12= $31) +$200 for carver for 3 hours)

* Full-service bar - $2000.

 (based on 250 \* $7 per first drink = $1750 + $250 for bar attendant for 3 hours)

***Total*** ***$10,000.***

**4. Hand-outs available at room entrance:**

* IEEE and APS information brochures
* APS-DPB Accelerator Brochure - New 4th Edition, "Accelerators and Beams, Tools of Discovery and Innovation"

**5. Equipment:**

Laptop, wireless mike and working wireless system in room, speakers

**6. Advertising:**

The WISE event is listed in conference material. A special attempt to use the APS-DPB and IEEE-NPSS PAST lists for those that have identified themselves as being female would receive invitations in their conference packet.