

Guidelines for Local ACM-W Celebrations

- The event must be at least one full day in length and feature speakers or workshop leaders from diverse backgrounds.
- Include attendees from a diverse population — that is, from more than one area or school.
- Each celebration is unique, but your event ideally should have speakers, workshops, a career fair and/or career development/mentoring opportunities.
- Although all events are different, common activities to include in your celebration are poster sessions, technical presentations, industry and graduate school panels.
- Events must be branded with ACM in the title of your Celebration or as a subtitle.
 - For example, “The Greek ACM-W Chapter Celebration of Women in Computing” or “The Greek Celebration of Women in Computing, An ACM-W Celebration”. This must be clearly indicated on your website, emailing, and on all promotional materials.
- Identify co-chairs for your celebration, who share the same vision in understanding the importance of role modelling, mentoring, networking, providing accurate information regarding research and careers in computing and offering support and encouragement for young women in the computing pipeline.
- ACM-W provides \$3,000 for each celebration.
- Think carefully of your preliminary planning, organising committee, list of potential venues, meeting rooms to book, cost and capacity at each, catering and meals, Miscellaneous expenses (e.g., social event, swag, signage, promotional materials, costs related to planning, etc.)
- Hold the Small Local Celebration at a time that does not conflict with wider national, regional, international celebrations (e.g. womENCourage conference)