1 DAY CONFERENCE PLAN

Women in Tech

Connect. Learn. Grow together.

A flexible agenda for women across technical and business roles to meet, exchange ideas, and build professional connections. Speaker names and topics are placeholders for organizers to customize.

TIME	SESSION	EXPERIENCE
8:30-9:00 AM	**Registration & breakfast**	Arrive, meet other attendees, and join interest-based tables.
9:00-9:20 AM	**Welcome & introductions**	Host: [Name]. Set the tone, share the day's purpose, and introduce a neighbor.
9:20-10:05 AM	**Opening keynote + Q&A**	Keynote speaker: [Name]. Suggested theme: Women shaping the future of technology. Includes 10 minutes for questions.
10:05-10:25 AM	**Morning break**	Refreshments, informal conversations, and a screen break.
10:25-11:00 AM	**Speaker slot 1 + Q&A**	Speaker: [Name]. Suggested topic: Career growth across technical and business roles. Includes 10 minutes for questions.
11:00-11:45 AM	**Panel: Different paths in tech**	Moderator: [Name]. Panelists: [Names]. Explore career transitions, leadership, and lessons learned; include audience questions.
11:45 AM-12:15 PM	**Guided networking**	Small groups share what they do, one challenge, and one connection they would value.
12:15-1:15 PM	**Lunch & conversation**	Optional tables for engineering, product, operations, leadership, founders, and career transitions.
1:15-1:50 PM	**Speaker slot 2 + Q&A**	Speaker: [Name]. Suggested topic: Emerging technology and what it means for our work. Includes 10 minutes for questions.
1:50-2:35 PM	**Peer discussion circles**	Choose a topic: influence, mentoring, career changes, or building a professional network.
2:35-2:55 PM	**Afternoon break**	Refreshments and time to reconnect.
2:55-3:30 PM	**Speaker slot 3 + Q&A**	Speaker: [Name]. Suggested topic: Communicating your impact and advocating for opportunities. Includes 10 minutes for questions.
3:30-4:15 PM	**Mentoring & connection rounds**	Facilitated small-group conversations with mentors; exchange practical advice and introductions.
4:15-4:30 PM	**Closing & next steps**	Capture one takeaway and one action; exchange contact details by mutual consent.
4:30-5:00 PM	**Optional networking**	Continue conversations and make plans to stay connected.

Organizer notes: Confirm speakers and topics, share access and dietary needs privately, and plan for captions, microphones, quiet space, and clear session transitions. Consider childcare support. Ask before sharing photos or contact details. Send a recap and offer an optional 30-day community check-in.