2 DAYS 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.

Day 1 | Meet, learn & connect

TIME	SESSION	EXPERIENCE
8:30-9:00 AM	**Registration & breakfast**	Meet attendees and explore interest-based tables.
9:00-9:20 AM	**Welcome & introductions**	Host: [Name]. Introduce the community, event purpose, and ways to participate.
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 and informal conversations.
10:25-11:00 AM	**Speaker slot 1 + Q&A**	Speaker: [Name]. Suggested topic: Navigating your career in tech. Includes 10 minutes for questions.
11:00-11:45 AM	**Panel: Many roles, shared challenges**	Moderator: [Name]. Panelists: [Names]. Perspectives from technical, business, and leadership roles; include audience questions.
11:45 AM-12:15 PM	**Guided networking**	Share your work, one challenge, and one connection you would value.
12:15-1:15 PM	**Lunch & conversation**	Optional topic tables, with space for informal conversation.
1:15-1:50 PM	**Speaker slot 2 + Q&A**	Speaker: [Name]. Suggested topic: Emerging technology and opportunities. Includes 10 minutes for questions.
1:50-2:35 PM	**Peer discussion circles**	Explore career transitions, collaboration, mentoring, or leadership.
2:35-2:55 PM	**Afternoon break**	Refreshments and a screen break.
2:55-3:40 PM	**Workshop: Tell your impact story**	Facilitator: [Name]. Practice explaining a contribution, its outcome, and why it matters.
3:40-4:15 PM	**Mentor conversations**	Small-group discussions focused on practical questions and advice.
4:15-4:30 PM	**Day 1 reflection**	Capture takeaways and choose a question to explore tomorrow.
4:30-5:15 PM	**Optional networking social**	Continue conversations in an informal setting.

Day 1 takeaway: New connections, practical career ideas, and a question to explore on Day 2.

Day 2 | Grow your network & take action

TIME	SESSION	EXPERIENCE
8:30-9:00 AM	**Breakfast & reconnections**	Reconnect with attendees and meet someone new.
9:00-9:15 AM	**Welcome back**	Share reflections and preview the day.
9:15-10:00 AM	**Day 2 keynote + Q&A**	Keynote speaker: [Name]. Suggested theme: Leading change and creating opportunity. Includes 10 minutes for questions.
10:00-10:20 AM	**Morning break**	Refreshments and informal conversations.
10:20-10:55 AM	**Speaker slot 3 + Q&A**	Speaker: [Name]. Suggested topic: Influence and leadership at every career stage. Includes 10 minutes for questions.
10:55-11:40 AM	**Workshop: Build your next-step plan**	Facilitator: [Name]. Identify a goal, the support you need, and a realistic first action.
11:40 AM-12:10 PM	**Connection rounds**	Meet peers beyond your usual role, company, or area of expertise.
12:10-1:10 PM	**Lunch & conversation**	Continue topic-table discussions or enjoy open networking.
1:10-1:45 PM	**Speaker slot 4 + Q&A**	Speaker: [Name]. Suggested topic: Sponsorship, mentoring, and opening doors. Includes 10 minutes for questions.
1:45-2:30 PM	**Panel: What comes next for women in tech**	Moderator: [Name]. Panelists: [Names]. Discuss opportunities and practical actions, with audience questions.
2:30-2:50 PM	**Afternoon break**	Refreshments and time to reconnect.
2:50-3:35 PM	**Peer problem-solving circles**	Bring a real workplace challenge and leave with ideas and a possible next step.
3:35-4:10 PM	**Commitments & community connections**	Share your 30-day goal and exchange contact details by mutual consent.
4:10-4:30 PM	**Closing remarks**	Celebrate connections, thank speakers, and share the follow-up plan.

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.