



TABLE OF CONTENTS

WELCOME TO ANAHEIM

As a city built on imagination, Anaheim is where all your inner enthusiasts can have their day. Visit Anaheim and discover an atmosphere where hip hangouts and hidden gems inspire animated attitudes from visitors and locals alike. From the magic of Main Street to a collective of one-of-a-kind flavors, scenes, sights, and sounds — we invite you to experience the authenticity of all things Anaheim and come hang with us. Your first stop to Anaheim information should be visitanahaim.org

REGISTRATION

WE19 Registration services will be provided by a new vendor, Convention Data Services (CDS), Bourne, MA. CDS has provide registration services for many years and is committed to excellent customer service.

Q. What is the direct link to registration?

A. The registration link can be found at we19.swe.org

Q. How do I register? And for which type of registration?

A. The Registration portal is divided into four categories:

- **Professional Attendee** – Any post-graduate attendee. This may include active career, retired, unemployed, Re-Entry or other categories within this type. Both member and non-members may register here. If you received a promocode, it is valid at this category.
- Member information is pre-populated at this portal. If you have not acquired or renewed a membership, it is recommended that you complete this before registering. However, there is one option for membership add-on at this category.
- **Collegiate Registration** – This includes all collegiate types, both member and non-member, and full-time graduate students may register here. If you received a promocode, it is valid at this category.
- Member information is pre-populated at this portal. Note that SWE membership **MUST** be acquired or renewed before coming to this site, as we do not allow membership to be added to this category.
- **Exhibitor Registration** – this registration is limited to **ONLY** booth personnel and cannot exceed the allocations given to each exhibitor depending on the size of their booth. This registration is divided into two sections: Full Registration (limited with no-charge) and EXPO only registration (limited with \$100 per exhibitor). Member information will pre-populate, but there is no fee difference for member or non-member at this category. Exhibitor registration will allow add-on events.
- **Virtual Registration** – this is an “add-on” category that allows you to view the streamed and recorded

events post-conference. We offer over 100 sessions that are recorded for future viewing.

Q: Where will registration be located?

A: Registration will be located at the following areas:

Anaheim Convention Center (lobby). This will be a full-service registration area.

800 West Katella Avenue
Anaheim, CA 92802

Marriott Anaheim

North Registration (near meeting rooms)
700 West Convention Way
Anaheim, CA 92802

Hilton Anaheim, Main Level, Registration Desk

777 Convention Way
Anaheim, CA 92802

Q: What are registration hours?

Tuesday, November 5, 4:00 – 8:00p.m.
Wednesday, November 6, 7:00 a.m. – 8:30 p.m.
Thursday, November 7, 6:30 a.m. – 8:00 p.m.
Friday, November 8, 7:00 a.m. – 6:00 p.m.
Saturday, November 9, 7:30 a.m. – 12:00 p.m.

What are the registration costs?

View <http://swe.org/we19> for a full list of registration prices.

MEALS

Q: What meal options are available at the conference?

WE19 will have concession stands, food trucks, coffee options, and many other general snack options within the convention center and surrounding hotels.

There are various scheduled meal options for private and general groups:

Wednesday, November 6, 2019

- SWE Committee Members will have a dinner from 6:00-7:30 p.m. at the Hilton Anaheim Hotel. Committee members must RSVP for this event.
- All registered attendees are welcome to attend the WE19 Ice Cream Social, 3rd floor ballroom, Anaheim Convention Center

Thursday, November 7

- Opening Keynote Breakfast: Continental Breakfast is available to all registered attendees. There is no charge for this event.
- Welcome Collegiate Luncheon – this sponsored event is complimentary to collegiate attendees, but attendance is limited to one ticket for this event per collegiate and attendance is limited to capacity.
- Hospitality Suites – both collegiate and professional can enjoy beverages and snacks while networking and visiting our sponsoring companies.

Friday, November 8

- Opening Keynote Breakfast: Continental Breakfast is available to all registered attendees. There is no charge for this event.
- SWE Awards Reception and Banquet – this event is optional and ticketed. Professionals \$85.00 or Collegiate attendees \$55.00

Saturday, November 9

- Women Defining the Future Luncheon. This sponsored event is complimentary to collegiate attendees, but attendance is limited to one ticket for this event per collegiate and attendance is limited to capacity
- Celebrate SWE! Optional, dinner, \$85.00 Professionals or \$50.00 Collegians

In addition to standard options, some suggestions for local restaurants that offer vegetarian options are provided by Foursquare:

<https://foursquare.com/top-places/anaheim/best-places-healthy-food>

Q: How do I request special meals?

A: When you choose your paid meal through checkout, you will be asked at each meal if you would like a special meal options and a dropdown will be provided. If you have any severe health problems that would require special attention, please contact jeanne.elipani@swe.org

REGISTRATION GUEST POLICY

Guests of registrants are permitted at a reduced rate and limited to (2) guests per registrant. Guests must be 12 years or older who are coming for the sole purpose of accompanying a registered member

All guests require a badge. Additionally, guests over 18 are allowed into the exhibit hall or during Career Fair Hours only. Guests are generally not permitted at sessions, since attendance is limited, except in rare instances where the guest may be a parent or significant other of a speaker. Guests can attend the Ice Cream Social, and can partake in any exhibit hall activity, except where there is an intent to recruit or be recruited.

REGISTRATION POLICIES FOR ATTENDANCE

USE OF PROMOTIONAL CODES

The Society of Women Engineers offers promotional discount codes for several initiatives, i.e., conference speakers, volunteers, etc. There is a strict limit of only one promotional code for each registration submitted.

WE19 CANCELLATION POLICY

Cancellations must be submitted in writing to Society of Women Engineers and received by September 25, 2019. Refunds are only granted for general registration. No refunds can be given at any time for special events and tours.

Registration cancellation does NOT cancel the participants hotel reservation. You must visit the *HOUSING* site to cancel your hotel room.

WE19 ATTENDEE SUBSTITUTION POLICY

An attendee may be substituted at any time before November 1, 2019. After that date, substitution is not guaranteed. If your registration is any different registrant type, category, the difference will need to be charged. SWE does not permit the use of badge switching without official attendee substitution.

MEMBER RATE QUALIFICATION

In order to qualify for member rates, you must have a current individual membership, valid through the date of

the event you are attending. You should have your own individual ID number. Otherwise, the non-member rate will be assessed at the prevailing rate.

Anyone wanting lower membership rates or anyone whose membership has lapsed is encouraged to renew first at the SWE membership site (<http://swe.org>) before continuing on to registration to avoid additional fees. No fees will be refunded.

INTERNATIONAL REGISTRATIONS

All international registrations will be recorded and charged in U.S. Dollars.

PURCHASE ORDERS

The Society of Women Engineers does NOT accept purchase orders as a form of payment.

EVENT CODE OF CONDUCT

WE19 is committed to hosting a relaxed, educational, informative and fun annual conference. WE19 will foster a safe and harassment-free event experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, non-religion, and other. All conference participants are required to support our code of conduct for the duration of our programming, social events, tours and other events. By registering, attendee agrees and acknowledges that they are undertaking participation in the 2019 WE Annual Conference.

In addition, Participants are expected to secure their belongings and take responsibility for them.

Participants will obey all rules and regulations of the event venue and instructions of the event staff. This includes the under 18 policy as it relates to the sessions and exhibit hall.

Participants will not spam or follow event participants, nor will participants post content that is obscene or otherwise objectionable or without permission from the owner.

Participants will not use WE19 for commercial or advertising purposes. Event organizers reserve the right to escort any individual from the event who is reported to be soliciting and who is not an official attendee, exhibitor, and/or sponsor of the event.

If you have been involved (or noticed that someone else has been) impacted by a breach of this Code of Conduct or have additional concerns, please contact a member of the WE19 staff onsite or by emailing jeanne.elipani@swe.org.

PHOTOGRAPHY AND VIDEO

Participants agree that WE19 official photographers and videographers will take general photography and/or video during the conference and my image may be used for marketing purposes for print, electronic, and other media, including the website.

UNDER 18 ADMISSION INTO CAREER FAIR (EXHIBIT HALL)

No one under the age of 18 will be allowed in the Career Fair or Interview Booths during event hours without a parent/guardian, or as part of a SWE-arranged tour. The accompanying parent/guardian must always remain with the person under the age of 18 during their visit. For safety reasons, no one under the age of 18 will be allowed in the Career Fair/Interview Booths during setup or dismantle.

REGISTRATION VISA SUPPORT

Q: How do I get an invite letter?

A: If you register for the conference, our registration system will recognize you as a non-US attendee. There should be an automatic invite for you to download a standard invitation that you can use to obtain your visa.

WE19 SERVICES

Q: What services does the Anaheim Convention Center have?

A: There are many services, including

- ATM machines
- Shipping and other business services in the Anaheim Convention Center, Hilton Anaheim, and Marriott Anaheim
- Coffee stands
- Drug stores, a shopping center, and convenience stores are located down Katella street less than two blocks. Be sure to visit <https://visitanaheim.org/> to see the many services, shopping options, attractions, and restaurants located in Anaheim.

Q: Do you have phone re-charge area?

A: Yes. There are sponsored permanent charging options and sponsored charger stations available everywhere in the Anaheim Convention Center.

Q: Will you have luggage check at WE19?

A: We will have a spacious luggage check and coat check area during most hours at WE19.

Q: Will there be a mother's room?

A: There will be several mother's rooms available in Anaheim, all located on the lobby level of the Anaheim Convention center.

Q: Will there be childcare?

A: Child Care will be provided by our vendor, KiddieCorp during conference days Thursday-Saturday from 8:00a.m. – 5:00pm. We will have the information posted by June 1, 2019.

TRANSPORTATION

Q. Which airport should I use?

A. There are several airports that fly into the Orange County and downtown Los Angeles area.

Visit <https://meetings.visitanaheim.org/transportation> to find a complete list of airports, ground transportation options and much more!

WEATHER, PARKING, RESTAURANTS, AND OTHER GENERAL FACTS

Visit <https://visitanaheim.org/about-us/faqs>

HOTELS

- We are excited to be partnered with ONPEAK Housing services. ONPEAK is a full-service housing company and will support WE19 bookings. We expect the housing site to open no later than May 1, 2019 and there will be an abundance of hotel choices with attractive group rates. Conference hotels will be available to the following groups
Professional Attendees

- Collegiate Attendees
- Faculty Advisors
- Corporate Partnership Council Companies/Exhibitors
- Government Rated rooms (government ID available – limited rooms)

Group blocks are available. A group is considered more than nine (9) reservations. Individual reservations are also available at each category.

Q. How do I book my hotel room?

A: Refer to our housing instructions coming soon for exact booking information. Do not book hotels directly, as you will receive higher rates. Note that registration and housing services will not be combined. However, we encourage you to book registration and housing during the same period, so that you do not forget.

Q. Generally, how far are hotels rooms from the Anaheim Convention Center?

A: Visit the housing section for a hotel directional map. Currently, most hotels are less than 5 blocks walking distance from the Anaheim Convention Center.

Q: Will I have to put down a room deposit?

A. You will need to GUARANTEE your room with a credit card. This card will most not likely be charged until 60 days before conference.

WE19 PROGRAMMING

Included in the full registration form will be three full days of programming within 5 tracks:

- Career Management
- Inclusion and Cultural Awareness
- Innovation and Disruption
- Self-Management and Development
- Strategic Leadership (new)

Presentations will also be categorized into specialized areas of focus:

- The intent of the specialized areas of focus is to provide professional development for key areas of expertise.
- Entrepreneurship
- Organizational Development (new)
- Outreach
- Small Business (new)
- STEM Re-Entry
- SWE Leadership
- SWE Fellows Technical
- Women in Academia
- Women in Government & Military

Career Levels:

- Pre-College
- Collegians & Graduate Students
- Early-Career Professional
- Mid-Career Professional
- Experienced-Career Professional
- Senior Leaders & Executives
- Pathfinders

There are approximately 260 sessions placed on the program, including lecture sessions, panels, and lightning

talks. These sessions have been reviewed and accepted for the WE19 program based on an advanced Rubric scoring system by subject matter experts.

In addition, the program will highlight (2) Keynote speakers, Plenary Sessions, and Mega Sessions. Details are available at our website at we19.swe.org and will be available on the Mobile App as soon as its published.

ACCEPTED PRESENTERS

Q: I am an accepted speaker. How do I get the speaker discount?

A: If you are an accepted as a WE19 presenter, you should have been sent the correct speaker code on your acceptance letter. If you did not receive it, contact conferencemanager@swe.org

ACCEPTED VOLUNTEERS

Q: I am an accepted volunteer. How do I get the discount?

A: If you are an accepted as a WE19 volunteer, your refund will be applied once you have completed your work assignment. For any questions, please contact we19volunteer@swe.org

WE19 TOURS

We will have a variety of technical and sightseeing tours available at WE19! Please visit we19.swe.org under “tours” to see the details.

MEMBERSHIP

Q: I am a member of SWE but am only receiving the Non-Member rate when trying to register for the WE19 Conference. Please let me know how I can register as a Member.

A: All SWE Memberships coincide with our Fiscal Year which runs from 07/01-06/30. If you are receiving the Non-Member rate, it is because you have not yet renewed your SWE Membership for FY19. If you renew your SWE Membership online, you will then be provided the Member rate for the WE19 Conference.

Q: I purchased my joint membership through SHPE, NSBE or AISES, but I am not finding my membership number.

A: SWE does not honor memberships from any other organization for WE19. You must be a member of SWE.

Q: Why am I being charged a non-member price for conference?

A: Confirm that you have renewed your SWE membership online. All SWE Memberships coincide with our Fiscal Year that runs from 07/01-06/30. If you are receiving the Non-Member rate, it is because you have not yet renewed your SWE Membership for FY20. If you renew your SWE Membership online, you will then be provided the Member rate for the WE19 Conference.

EXHIBITORS

Q: Where can I find a list of exhibitors? A: Visit <http://we19.swe.org/exhibitors>