

# w<sup>t</sup>2

women transforming technology

**4th Annual Women Transforming Technology Conference**

**Tuesday, April 23, 2019**

**"Inclusive Innovators"**

Held at the VMware Campus in Palo Alto, California

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# VIEWING PARTY TOOLKIT

## HOW TO USE THIS TOOLKIT

This Toolkit teaches you how to successfully host a “viewing party” and a focused conversation, panel, or speaker before or after the live event viewing of the Women Transforming Technology Conference (WT<sup>2</sup>). Before you decide to host a viewing party, check the [conference website](#) to see if one is already being hosted nearby that you can join or even help co-host.

Then check the [Schedule of Live-Streamed Sessions](#) to see which sessions are being live-streamed. Be sure to consider the times in your local time zone. If a viewing party is not already listed in your area and you or your organization decide to host a public event, please email [deanna@globaltechwomen.com](mailto:deanna@globaltechwomen.com) so that we can add your event to our list of public viewing parties on our website.

## ABOUT THE CONFERENCE

Women Transforming Technology (WT<sup>2</sup>), founded by VMware, is a consortium of companies and organizations in industry, academia, and non-profit sectors committed to building a community and tackling issues that are top of mind for women in technology. Our goals are to inspire, support, and connect women in all areas and levels of technology in Silicon Valley and beyond.

We are creating an environment for all participants to establish lasting relationships at all stages in their career and will provide visibility for the next generation of female technical leaders. Women and allies at all levels and all areas in tech are encouraged to participate.

This will be the fourth annual event and the theme this year is "Inclusive Innovators". In seemingly divisive times, there are those who are asking and acting on these questions of what does inclusion look like at the intersection of technology and innovation? And what is my role?

Content for breakout sessions are developed by committees of individuals in tech, who have chosen the content and speakers as most relevant for women in the tech community.

Over 500 attendees from sponsoring organizations, students, and members of the community from over 130 Silicon Valley Companies will be in attendance and thousands will participate via live stream.

## WHY HOST A VIEWING PARTY?

A viewing party is an opportunity to gather together with colleagues and fellow women in tech, and allies, to remotely participate, share information, expand knowledge, and or panel questions, or starting up a discussion with your own viewing party participants.

## HOW TO HOST A VIEWING PARTY

### **Option A:** Host a viewing party & informal discussion

Invite your office or group to gather together to watch any part of the WT<sup>2</sup> conference that will be live-streamed and host an informal discussion afterwards. Get engaged online by encouraging group members to post live reactions and share their own thoughts on Twitter using the hashtag #WT2SV in any social media posts.

### **Option B:** Host a viewing party & pre- or post-viewing panel or local speaker

Take your viewing party to the next level by watching a live-streamed session paired with either a pre- or post-viewing planned panel of experts, or speech by a local expert. Ask guests to engage online by sharing reactions and thoughts on Facebook and Twitter, and remember to take some good photos of the event! Make sure to use the hashtag #WT2SV in any social media posts.

## HOW TO INTERACT OR ASK A QUESTION DURING LIVE EVENTS

The conference opening and closing keynotes, two breakout sessions and a plenary panel will be available to watch live via the [conference website streaming page](#). To interact on social media with the conference in real time, use the hashtag #WT2SV on Twitter.

Questions should be translated to English and can be done so through Google Translate.

Please submit pre-conference questions by April 21 using the hashtags on Twitter:

For Joy: #wt2svJoy

For Ashley: #wt2svAshley

We will do our best to ask as many questions as time will allow, but we cannot guarantee all questions will be asked.

## NECESSARY TECHNICAL REQUIREMENTS TO PARTICIPATE

In order to view the live webcast, your venue must meet the following requirements:

- A laptop or computer with a wired broadband connection; a hard line connection is best.
- If you have a weak connection, ensure no one else is using the same connection on the day
- Close any other programs that use your connection passively, such as iTunes, Skype, or any open web browsers
- A download speed of at least 0.7mbps for low quality, or at least 2mbps for higher quality video
- Test your download speed using <http://speedtest.net/>
- An updated, high-speed Web browser
- Check your browser for latest updates
- Use either Chrome or Firefox browsers
- Avoid using Internet Explorer
- Latest version of Adobe Flash Player; [Install or Upgrade Here](#)
- Speakers to enhance the audio – Do not plan to use only your laptop speakers
- Projector and screen for viewing the webcast on a large screen

The conference organizers will provide limited support to help resolve technical issues. Email [deanna@globaltechwomen.com](mailto:deanna@globaltechwomen.com) with questions or concerns, or enter issues in the chat box. We recommend discussing any issues that arise with your organization's Information Technology department.

Let your Information Technology office know, in advance, of your plans to live stream, so they can help troubleshoot.

## SCHEDULE OF LIVE-STREAMED SESSIONS – All Times are Pacific

For session details, [please refer to the website](#)

Time Start	Time End	Title	Speaker(s)
10:00am	11:00am	Opening Keynote	<a href="#">Joy Buolamwini</a> , Algorithmic Bias Researcher   Poet of Code   Bloomberg 50   Forbes 30 under 30   Tech Review 35 under 35
11:00am	12:00pm	<a href="#">Panel - Inclusive Innovators - Designing for Change</a>	<p>Moderator: Shannon Gilmartin, Senior Research Scholar, Stanford VMware Women's Leadership Innovation Lab and Adjunct Professor in Mechanical Engineering at Stanford University.</p> <p>Panelists: Susan Fowler, New York Times' Op-Ed Technology editor and former Time Magazine's Person of the Year as one of the silence breakers. Lisa Gelobter, CEO, tEquitable Ray O'Farrell, Executive Vice President and CTO of VMware</p>
1:00pm	1:20pm	Increasing Retention Capacity: Insights from the Field	<a href="#">Andrea Little Limbago</a> , Chief Social Scientist, Virtru
1:20pm	1:40pm	Expanding Opportunities for Everyone: Getting the Most from Diverse Teams	<a href="#">Linda Thompson</a> , L2T Leadership Development
1:40pm	2:00pm	Increase Inclusion, Drive Innovation	<a href="#">Kathy Chou</a> , VP, R&D Operations, VMware
2:30pm	2:50pm	How Leaders Can Inspire Women to be Leaders in Tech	<a href="#">Caroline Winnett</a> , Executive Director, Berkeley SkyDeck
2:50pm	3:10pm	Beyond Inclusion 101: Intersectionality and Systemic Change	<a href="#">Heidi Williams</a> , CTO & Co-Founder, tEquitable

3:10pm	3:30pm	Holistic Analysis Framework for Diversity in Technology	<a href="#">Padmaja Vrudhula</a> , VMware Office of the CTO
4:00pm	5:00pm	Closing Keynote	<a href="#">Ashley Judd</a> , American Actress and Political Activist

## VIEWING PARTY – HOST CHECKLIST

Once you've decided to host a viewing party, take a few more steps to ensure it is successful. See the draft timeline below for suggestions on how to organize and promote your event.

### 2 Weeks in Advance:

- Secure a space for the viewing party and discussion
- Test and ensure you have reliable Internet access in order to view the live webcast video and audio
- Ensure you have necessary A/V equipment for all participants to both see and hear the webcast (screens, projector, computer, speakers)
- Determine your invitation list, then send a viewing party invitation via email to colleagues, local organizations, advocates, local universities, NGO staff, local leaders, etc., asking them to join the local event
- Post a flyer to promote the viewing party
- If you choose to host a discussion or panel before or after watching the live WT<sup>2</sup> webcast, plan a detailed agenda for the event. You may need a facilitator or moderator. Identify that person.
- Don't forget: If you decide to host a public party, email [deanna@globaltechwomen.com](mailto:deanna@globaltechwomen.com) so your event can be added to our list of public viewing parties on the conference website.

### 1 Week in Advance:

- If you are hosting a panel, write discussion questions and disseminate them to the panel moderator and any panel speakers
- If you are hosting a speaker, work with the speaker on the selected topics they should discuss and ask them if they are willing to take questions from the audience afterwards
- Check your RSVPs
- Make sure you have what you'll need for the space, such as tables and chairs
- Make arrangements for food or beverage, if providing
- Gather any materials you will be providing to invitees; purchase name tags if needed

### The Week / Day of the Event:

- Send a reminder via email to invitees
- Ensure your Internet signal is strong. Have a back-up plan just in case your method of internet connection fails
- Set the room for the watch event
- Set out any materials being given away
- Have an individual welcome the group on behalf of the host and explain the importance of today's event
- Watch the live stream, have a good discussion or hear from a speaker you have added
- Have a plan for online engagement. Share with your group that they can email questions into the main event or engage with ongoing discussions on Twitter, using the hashtag #WT2SV. See "HOW TO INTERACT OR ASK A QUESTION DURING LIVE EVENTS" for details above.
- Send the WT<sup>2</sup> conference organizers an email at [deanna@globaltechwomen.com](mailto:deanna@globaltechwomen.com), sharing general feedback of your viewing party experience, photos and details of your event (location, group name, number of attendees and names, etc.). We would love to see viewing party photos!

### After the Event:

- Thank the individuals who attended!
- Complete the survey for Watch Party Leads

## SAMPLE DISCUSSION QUESTIONS

Questions for the portion of the conference you viewed:

1. What was the most provocative or interesting point that a speaker raised, and why?
2. Did you strongly agree or disagree with any statement from a speaker? If so, why?
3. Does what was said relate to us, our work, our country? If so, why or why not?
4. Write your own: \_\_\_\_\_
5. Write your own: \_\_\_\_\_