

2019 NDIA Leadership Conference

October 31, 2019

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2019 NDIA Leadership Conference





Amie Cafferty President WID-Greater Boston Chapter



WID Greater Boston Chapter



- Formed October 2017, 50 Founding members
- Currently at 105 members, serving greater Boston, NH and RI
- Members comprise leading defense organizations, research universities and military agencies, including but not limited to:
 - Hanscom AFB, USMC, DCMA, Natick Soldier Systems
 - MITRE, MITLL, Draper, Battelle
 - Raytheon, UTC Aerospace, General Dynamics
 - Booz Allen, Other consulting firms
 - Small Businesses

WID GBC Events

- Inaugural Luncheon: Bernadette Johnson, Chief Scientist DIUX
- Women's History Month: An evening with Congresswoman Niki Tsongas
- Navigating the Future of DoD: a Talk Dr. Melissa Flagg, Lead ARL Northeast
- Collaborating to Advance Defense Fabric Innovations & Manufacturing: Tracy Frost, Director, Office of the Secretary of Defense
- Empowering Women in Science & Engineering: Umass Dartmouth
- Breaking Down Barriers Finding and Negotiating Flexibility in Your Career Raytheon & Society of Women Engineers

Before Your Event

- Strong Event Chair
- Leverage the Chairs on your board
- Get keynote speaker engaged early
- Start marketing as soon as possible
- Ask for volunteers from membership
- Host and Major sponsors upfront
- Host Sponsor is Key
- Provide staff to support
- Event Check List
- Budget check list who pays what
- Regular Meetings with the team up until the event make sure tasks are followed through
- Hosts help to recruit attendees (30% of hosts communities attend the events)
- Upfront agreement on costs who pays what



AT THE HEART OF THE MISSION

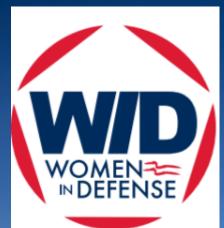
During Your Event

- Runners are needed for media, logistics, audio
- Key people need to arrive early
- Have designated people for jobs throughout the event
 - Registration table workers
 - Id badges/Name tags
 - Catering contact
 - Chaperone for speaker



After Your Event

- Follow Through still plenty to do when the event is over
- Debrief after the event for Lessons Learned
- Survey to attendees
- Thank you letters to sponsors and speakers
- Closing out the event in a timely manner financials



GREATER BOSTON CHAPTER

Questions?

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