



Association for  
Computing Machinery



# ACM Celebrations of Women in Computing Guideline

Guideline for ACM-W Local Celebrations

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2025





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## What's ACM Celebration of Women in Computing?

ACM Celebrations of Women in Computing connect technical women working or studying within a particular geographical location – with locations that could be a single city, a state or group of states, a country, or several countries.



These conferences help build communities and reduce feelings of isolation. Our intention is to reach the broadest possible populations through an international network of self-sustaining small conferences, dovetailing when possible with ACM-W chapters. These events naturally develop the skills of a sense of belonging and provide valuable opportunities for growth, collaboration, and inspiration.

# Impact of Celebrations

## Academics

- Celebrations will give a great network of opportunities for academics where they can connect with others working on similar research areas, fostering collaborative projects and interdisciplinary approaches.
- Young academics can find mentors who help them handle challenges in their field, which can make them more satisfied and successful in their careers.
- Celebrations help raise awareness of diversity issues in Computer Science within academia. Encouraging academia is essential to keep role models in the field, so celebrations encourage participants to promote inclusive practices in their institutions.



# Impact of Celebrations

## Community

- Celebrations are bridge events between community and industry. Such events create a local or regional support network for women in computing and help them to reach the resources and connect to new career opportunities.
- These celebrations can draw attention to the importance of gender diversity in computer science, which is a worldwide problem. Inspiring community, initiatives outreach to schools, and public discussions on representation.
- Seeing women succeeding in computing and bringing people with the same interests together can inspire young people and others to think about careers in computer science and related fields.



# Impact of Celebrations

## Industry

- Companies can get a chance to meet with a stronger, more diverse pool of talent as students and professionals connect with industry leaders and learn about different career options.
- Participating in career fairs and sponsoring celebrations will allow companies to demonstrate their commitment to diversity and inclusion in Computer Science.
- Bringing different perspectives together can lead to new ideas and broader thinking in the industry, which values diversity to drive growth.



## What is it for?

The ACM Celebration of Women in Computing is designed as an event for connecting, inspiring, and supporting technical women in computing fields. Celebrations will celebrate the achievements and contributions of women in the field of computing. These celebrations focus on specific areas, from cities to countries or even groups of countries, to create spaces where women and people who support gender diversity can connect, share their experiences, and find mentorship and friendship.



Each celebration aims to build a sense of community, helping to reduce feelings of isolation and underrepresentation that women in computer science fields often experience in their work or studies. This initiative helps with inclusivity and accessibility, reaching diverse populations and making participation feasible across regions.

Through a network of celebrations, we aim to recognize the accomplishments of women in technology, fostering a supportive community and promoting diversity and inclusion within the computing field.

## How to Plan a Celebration?

Planning a successful ACM Celebration of Women in Computing is important to reach your goals. We suggest starting your plan **at least 6 months** before the event date because it involves careful preparation, clear goals, and a focus on community building. Application form must be submitted **at least 4 months** before the event. Setting a timeline, with milestones for securing a venue, arranging speakers, and promoting the event, is essential to ensure all major tasks are completed in advance.



## What are the requirements?

To ensure a successful ACM Celebration, the requirements below must be followed.

### Event Naming and Branding

- Rather than enforcing a single rigid naming format, organizers must submit the following:
  - Proposed formal name of the Celebration
    - Examples:
      - Ohio Celebration of Women in Computing
      - Koç University ACM Celebration of Women in Computing
      - The ACM India Celebration of Women in Computing
    - Proposed branding name or abbreviation
      - Examples:
        - OCWIC
        - KUCWIC
        - AICWiC
- Branding Requirement:
  - The event has to have the **ACM** name included for the branding requirements. All official branding on the website, printed materials, signage, and promotional content must include the phrase:
    - ACM Celebration of Women in Computing
    - An ACM Celebration
  - We prefer this phrase to be used as the main title; however, it may also appear as a subtitle. This approach provides maximum flexibility while maintaining the required ACM identity.

# What are the requirements?

## Regional Affiliation and Application Submission

- The application form must be submitted to the region in which the Celebration will take place. Regions are listed below:
  - [ACM-W Asia Pacific](#)
  - [ACM-W Europe](#)
  - [ACM-W India](#)
  - [ACM-W North America](#)

## Event Length and Program Scope

- The event must be at least one full day in length (preferably longer).
- The event must explicitly focus on women in computing, including issues of participation, representation, education, research, industry pathways, and leadership.
- The program must feature:
  - Speakers or workshop leaders from diverse backgrounds
  - Participants from more than one institution, school, or geographic area

## Program Components (Recommended)

While every Celebration is unique, events are strongly encouraged to include a mix of the following:

- Keynote or invited speakers
- Panel discussions
- Hands-on workshops
- Career fair or industry engagement
- Opportunities for student presentations

## Celebration Timeline Plan (Example)

### 1 Year Out

1. Visit the ACM-W Regional Celebration Web page  
a. <https://women.acm.org/celebrations/>
2. Identify the committee team of your event
3. Select the date and venue
4. Identify all schools, companies, and institutions to invite. Develop a fundraising and budget plan
  - a. List the potential supporters
5. Choose a name for your celebration event, and do not forget to include “ACM Celebration of Women in Computing” in the event name. For example:
  - a. ACM Celebration of Women in Computing: Africa (AfricaCWIC)
  - b. ACM Celebration of Women in Computing: Koç University (KUCWiC)
  - c. An ACM Celebration: Ohio Celebration of Women in Computing (OCWiC)
  - d. ACM India Celebration of Women in Computing - ACM-W India (AICWiC)

## Celebration Timeline Plan (Example)

### 8-9 Months

6. Form your event program with your committee members. Your program may include
  - a. Talks
  - b. Panels
  - c. Workshop
  - d. Budget
    - i. Keep all the receipts of expenses for your archive
  - e. Supporters
  - f. Posters
  - g. Social Media etc.
7. Identify which committee members is responsible for what.
8. Secure the venue
9. Publish your webpage and social media accounts

### 6-7 Months

10. Secure speakers
  - a. You can consider the ACM Distinguished Speaker Programme (DSP)  
<https://speakers.acm.org/about/request>
11. Determine the level of supporters and secure them
12. Finalize your program
13. Decide on registration fees
14. Develop calls
  - a. Poster, lightning talks, workshops, etc.
15. Advertise your event

## Celebration Timeline Plan (Example)

### 4-5 Months

16. Open the registration
17. Develop your marketing materials such as;
  - a. Flyers with 10 reasons “Why you should attend” and share them with potential participants (schools, companies, institutions, etc).
  - b. Posters
  - c. Social media posts etc.
18. Secure reviewers (If needed)
19. Secure the panelists, workshop presenters
20. Advertise your event
21. Plan of promotional materials
  - a. T-shirts, pens, swags etc.
  - b. ACM-W HQ will augment the promotional material by sending ACM-W branded stickers, postcards, and lanyards. The request should be made no less than 2 months before the event.

### 2-3 Months

22. Promote the event via emails, social media posts, and websites.

## Celebration Timeline Plan (Example)

### 1 Months

23. Finalize the program
24. Continue promotions
25. Create a survey for participants to evaluate the event
26. Create certificates for
  - a. Participants
  - b. Speakers
  - c. Supporters
  - d. Presenters

### Post Event (In a month)

27. Prepare your final report to be sent to the Regional Celebration Committee members including;
  - a. Budget report with high-level expenses
  - b. Numbers:
    - i. Participants
    - ii. Speakers
    - iii. Presenters etc
  - c. Visuals from the event
  - d. Post to be published on both ACM-W Regional and Global Newsletters

# Celebration Checklist

No	Item	✓
1	Read the guidelines on ACM-W Regional Celebration Web page	
2	Event Name (with "ACM Celebration of Women in Computing" included).	
3	Event Committee/Team	
4	Event Date	
5	Venue	
6	Invitation List ( local schools, companies, and institutions to invite.)	
7	Budget Plan (Including fundraising)	
8	List potential supporters and sponsors	
9	Website	
10	Social Media Account/s	
11	Event Program	
12	Speakers / Keynotes	
13	Registration platform and fees.	
14	Participation Calls (e.g., posters, lightning talks, workshops).	
15	Plan promotional materials (e.g., T-shirts, pens, and other swag).	
16	Create a survey for participants to evaluate the event.	
17	Certificates	
18	Final report to submit to the Regional Celebration Committee	
19	Newsletter post for publication in both ACM-W Regional and Global Newsletters	



## Contact Information

For more information, feel free to contact us.

ACM-W Celebration Chair: [acmw-celebration@acm.org](mailto:acmw-celebration@acm.org)

Web Pages:

ACM-W: <https://women.acm.org>

ACM-W Asia Pacific: <https://acmwasiapacific.acm.org>

ACM-W Europe: <https://acmweurope.acm.org>

ACM-W India: <https://india.acm.org/acm-w-india>

ACM-W North America: <https://acmwnorthamerica.acm.org>





**Supporting,  
celebrating and  
advocating for  
Women in  
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