The purpose of the workshops is to provide you with support to further develop your career. Our aim is to increase the number of women who advance to the top of career tracks in education, research and industry/government laboratories. Women often find themselves a minority in their own departments or research unit, having few female colleagues and role models, and concerned about their potential for success. Our aim is to provide critical mentoring information and advice on a wide range of topics for researchers, pre-tenure faculty and graduate students in Computer Science and Engineering.

We have prepared programs to address many facets of career development. Some are plenary sessions, and some are parallel sessions designated by track -- education (E), academic research (R) or laboratory (L) (either industry or government). For the parallel sessions, please feel free to attend the session for your workshop (either Early or Mid) in the track that appears to be most useful to you – regardless of the label. We have also built in several one-on-one mentoring sessions and meals for you to get small group mentoring.

The speakers for our workshops are an exceptional group of senior women who are here to help you. Please take every opportunity to meet other participants and the speakers, and build your own professional network.

These workshops would not be possible without the funding and support from the National Science Foundation and the Computing Research Association (CRA), as well as support from a private foundation.
### Mentoring 101

8:20am - 8:50am, Nov 3  
Kiva  
- **Early-Lab**  
- **Early-Research & Education**  
- **Mid-Education**  
- **Mid-Lab**  
- **Mid-Research**

We will explore how to find a mentor and how to be a good mentor. We will discuss building mentor relationships, challenges and barriers in mentoring others.

### 9:00am

#### Research as a Career

9:00am - 10:30am, Nov 3  
Pueblo  
- **Early-Lab**

Describes research paths in industry, and government labs. Explores the differences and highlights the challenges, opportunities, and rewards. Contrasts career paths of successful individuals.

#### Research as a Career

9:00am - 10:30am, Nov 3  
Kiva  
- **Early-Research & Education**

Describes research paths in academia. Explores the differences and highlights the challenges, opportunities, and rewards. Contrasts career paths of successful individuals.

#### Promotion to Next Level

9:00am - 10:30am, Nov 3  
Sedona 2  
- **Mid-Education**

This parallel session will focus on strategies for the Mid-Education attendee to attain for the next level of advancement. The discussion will provide advice regarding activities that help and hurt your chances of advancing. It will help you to think about how to prioritize your time how to improve your case for advancement to the next level.

#### Promotion to Next Level

9:00am - 10:30am, Nov 3  
Mohavi/Adobe/Arroyo  
- **Mid-Research**
This parallel session will focus on strategies for the Mid - Lab and Industry attendee to attain for the next level of advancement. The discussion will provide advice regarding activities that help and hurt your chances of advancing. It will help you to think about how to prioritize your time how to improve your case for advancement to the next level.

Promotion to Next Level
- 9:00am - 10:30am, Nov 3
- Sedona 1

This parallel session will focus on strategies for the Mid - Research attendee to attain for the next level of advancement. The discussion will provide advice regarding activities that help and hurt your chances of advancing. It will help you to think about how to prioritize your time how to improve your case for advancement to the next level.

10:30am
- Break
- 10:30am - 11:00am, Nov 3
- Anasazi Lobby

11:00am
- Mentoring 1-1/ Resume Review/ Peer Mentoring
- 11:00am - 12:00pm, Nov 3
- Mohavi/ Adobe/ Arroyo

- Effective Teaching/ Class Management
- 11:00am - 12:00pm, Nov 3
- Kiva

Effective Teaching/ Class Management
- How to plan, manage, run and assess a course; dealing effectively with large enrollments; managing your TAs (managing down).
- What to do about low teaching evaluations? Online teaching; effective use of technology in the classroom.

Managing Down/ Up Students/Dean/Chair (and Handling Bias or Sexism)
- 11:00am - 12:00pm, Nov 3
- Pueblo
All of us are managers and have managers. This session will discuss strategies for managing in an academic environment. It will cover managing student researchers/classes/TAs/administrative positions/support personnel. It will also cover strategies for managing up in interactions with chairs, deans, etc.

12:00pm

**Lunch**
- 12:00pm - 1:00pm, Nov 3
- Kachina

1:00pm

**Growing Research - Surviving the First 2 Years**
- 1:00pm - 2:30pm, Nov 3
- Pueblo
- Early-Lab
  - Understanding and meeting expectations. How to build collaborations and collaborators. Working on other people's projects and how to think about it in terms of your career. Grow your research program through funding, collaboration, and networking.
  - Guidance to funding and how to find out about opportunities.

**Tenure Process**
- 1:00pm - 2:30pm, Nov 3
- Mohavi/Adobe/Arroyo
- Early-Research & Education
  - Research, teaching, service, expectations of department, annual reviews, letter writers, and the process. Understanding the local culture. How networking and strategic collaborations can enhance impact and strengthen your case. What to do when things don't go as planned.

**Being an Effective Leader**
- 1:00pm - 2:30pm, Nov 3
- Kiva
- Mid-Education Mid-Lab Mid-Research
  - What is leadership? What does it take to become a leader? Why is it important to be seen as a leader? This panel will cover strategies for building and being recognized for your leadership skills. It will also cover strategies for building a long-term leadership role in your organization such as building consensus and recognition of others.
2:30pm

Break
⏰ 2:30pm - 2:45pm, Nov 3
📍 Anasazi Lobby

2:45pm

Panel - Questions
⏰ 2:45pm - 3:45pm, Nov 3
📍 Pueblo
   Early- Lab  Mid- Lab
A discussion of questions raised by attendees, potentially including topics such as visibility and imposter syndrome.

Panel - Questions
⏰ 2:45pm - 3:45pm, Nov 3
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   Early- Research & Education
A discussion of questions raised by attendees, potentially including topics such as visibility and imposter syndrome.

Panel - Questions
⏰ 2:45pm - 3:45pm, Nov 3
📍 Mohavi/ Adobe/ Arroyo
   Mid- Education  Mid- Research
A discussion of questions raised by attendees, potentially including topics such as visibility and imposter syndrome.

3:55pm

25th Anniversary Panel
⏰ 3:55pm - 5:10pm, Nov 3
📍 Kiva
   Early- Lab  Early- Research & Education  Mid- Education  Mid- Lab  Mid- Research
Participants in the first career mentoring workshop reflect on their career experiences.

5:10pm

Break
⏰ 5:10pm - 5:15pm, Nov 3
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>5:15pm</td>
<td>CMW 25th Year Anniversary Reception</td>
<td>Anasazi Courtyard</td>
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<td><strong>5:15pm - 6:00pm, Nov 3</strong></td>
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<tr>
<td>6:00pm</td>
<td>Dinner</td>
<td>Anasazi Courtyard</td>
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<td><strong>6:00pm - 8:00pm, Nov 3</strong></td>
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<tr>
<td>Sun, Nov 04, 2018</td>
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<tr>
<td>6:00am</td>
<td>Registration</td>
<td>Hohokam Lobby</td>
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<td><strong>6:00am - 2:00pm, Nov 4</strong></td>
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<tr>
<td>7:00am</td>
<td>Breakfast</td>
<td>Kachina</td>
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<td><strong>7:00am - 8:00am, Nov 4</strong></td>
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<tr>
<td>8:00am</td>
<td>Learning How To Lead</td>
<td>Sedona 1</td>
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<td><strong>8:00am - 9:30am, Nov 4</strong></td>
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<td>Early-Lab</td>
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<td>Nearly all research organizations have a career path that lets researchers rise to the top ranks while remaining in a technical position. What does it take to become a leader? How does an organization recognize and reward leadership? Panelists will share their secrets and insights of becoming leaders at institution, industry and national labs.</td>
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<td>Mentoring 1:1/ Peer Review/ Peer Mentoring</td>
<td>Saguaro/Cholla</td>
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<td></td>
<td><strong>8:00am - 9:30am, Nov 4</strong></td>
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</tbody>
</table>
Managing Down/ Up (and Handling Bias or Sexism)

8:00am - 9:30am, Nov 4
Pima

This session will discuss strategies for managing in an industry or national laboratory environment. It will cover managing Project Members/Researchers/Group Lead/ Committees/etc. It will also cover strategies for managing upward in interactions with Department Heads, Division Leads, VPs, etc.

Job Search

8:00am - 9:30am, Nov 4
Hopi

For participants on the job market or planning to be on the job market: What goes into a job application? What should you expect during an interview? What are you supposed to do after the interview? If you are lucky enough to have multiple offers, how do you choose between them? What is “negotiation” and what can it do for you?

9:40am

Networking and Finding Advocates

9:40am - 10:40am, Nov 4
Hopi

This session will highlight several practical methods of making professional connections and using them wisely. Expanding your network outside and within your organization will provide benefits throughout your career. Your network provides recommendations for promotion, speaker invitations, recommendations for awards, collaborators for proposals, advice, and mentors. This panel will provide advice and methodology suggestions for building your network.

Leading Initiatives, Building New Programs & Dealing With Failure

9:40am - 10:40am, Nov 4
Saguaro/Cholla

This panel will address how to help your organization make a change either due to your own interests or because your management asked you to lead a change. Identifying and pursuing change can provide a feather in your cap but it can just as easily go wrong. This panel will present strategies for building support for a change and eliminating resistance. A major part of successfully leading change is negotiating up-front for the support you need to be successful. This panel will also cover negotiating strategies to obtain needed support and resources (who, when, where, and how much to ask for).
### 10:40am

**Break**

- **O 10:40am - 11:00am, Nov 4**
- **Navajo**

### 11:00am

**Managing Down/ Up Students/Dean/Chair**

- **O 11:00am - 12:00pm, Nov 4**
- **Hopi**
- **Early- Research & Education**

All of us are managers and have managers. This session will discuss strategies for managing in an academic environment. It will cover managing student researchers/classes/TAs/administrative positions/support personnel. It will also cover strategies for managing up in interactions with chairs, deans, etc.

**Effective Teach / Class Management**

- **O 11:00am - 12:00pm, Nov 4**
- **Pima**
- **Mid- Education**
- **Mid- Research**

How to plan, manage, run and assess a course; dealing effectively with large enrollments; managing your TAs (managing down). What to do about low teaching evaluations? Online teaching; effective use of technology in the classroom.

**Mentoring 1:1/ Peer Review/ Peer Mentoring**

- **O 11:00am - 12:00pm, Nov 4**
- **Saguaro/Cholla**
- **Early- Lab**
- **Mid- Lab**

### 12:00pm

**Lunch**

- **O 12:00pm - 1:00pm, Nov 4**
- **Kachina**

### 1:00pm

**Academic Negotiation**

- **O 1:00pm - 2:00pm, Nov 4**
- **Saguaro/Cholla**
- **Mid- Education**
- **Mid- Research**
Once you have your faculty position, how can you ensure that you have all you need—students to work with, professional development, travel support, etc.? Negotiating your salary, committee assignments, teaching assignments and teaching load in academia; negotiations needed in collaborations and other on the job activities. Saying yes to things that matter. Learning how to get what you need through win-win negotiations.

Mentoring 1:1/ Peer Review/ Peer Mentoring

- 1:00pm - 2:00pm, Nov 4
- Hopi

Lab Discussion Session

- 1:00pm - 2:00pm, Nov 4
- Sedona 1

Join other Early and Mid Lab attendees for a discussion session led by lab researchers in the field.

2:10pm

Lab/Industry Negotiation

- 2:10pm - 3:40pm, Nov 4
- Saguaro/Cholla

Negotiating your salary; negotiations needed in collaborations and other on the job activities. Saying yes to things that matter. Learning how to get what you need through win-win negotiations.

Mentoring 1:1/ Peer Review/ Peer Mentoring

- 2:10pm - 3:40pm, Nov 4
- Hopi