

Step-By-Step guide for organizing a “Great Girls meet Great Women” event

What will help us prepare the event?

- Gather a few core Zontians to establish an organizing committee.
- Committee decides if it is a one-day event or a weekend.
- In both cases:
Collect addresses of YWPA club 1st awardees of the last five years through the clubs. Same for addresses of the JMK alumnae and the AE alumnae.
- Decide on a venue easily accessible by public transportation.
- Send emails well in advance to advise ex awardees of such a meeting. Sometimes, it can be a year ahead.
- Advise relevant districts, areas and clubs of details of such a meeting. They can help you to promote too.
- Monitor replies and encourage former awardees to join.
- Keep contacts of all former awardees for future communication, and setting up of alumnae network.
- Invite a keynote speaker (for example the district foundation ambassador presenting our international projects – ending child marriage is one of those projects the young women can easily connect with).
- Ask some of the “older” alumnae to give a short speech about themselves and their connection with Zonta.

How can we organize interaction and networking?

- Have a “speed dating” section (install two circles of chairs and let them circulate in the inner one every two minutes, stop the time. At the end, each girl has spoken to every other one. Possible topics: year of the award, studies, city, projects.
- Ask Zontians to present their professions in groups such as “architecture /culture/communication/business/medicine/law/economy” – have tables ready with these labels to invite the young women to join you. They love to ask us all kinds of questions in a very open way.
- Encourage Zontians to offer a follow-up activity, like a (one-on-one) meeting for coffee, invitation to a club activity or an internship if this seems helpful -> (mentorship).

**By ZI YWPA Committee
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