



ASIAN SISTERS PARTICIPATING IN REACHING EXCELLENCE

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## **2007 Asian American Women in Leadership (AAWIL) Conference**

**Saturday, April 28, 2007  
John F. Kennedy School of Government  
Harvard University  
Cambridge, Massachusetts**

### **MEANINGFUL LEADERSHIP: SHAPING OUR WORLD**

#### *OBJECTIVES:*

- ❖ To build upon last year's theme of "Leadership and Visibility"
- ❖ To gather a group of Asian American women who are exercising their leadership and success to give back and make lasting, positive changes in their communities
- ❖ To celebrate and explore the various ways Asian American girls and women exercise Meaningful Leadership by leveraging their unique identities and interests

#### **ABOUT AAWIL**

The AAWIL Conference aims to set forth strategic dialogue on the importance of leadership for Asian American girls and women. Specifically, the conference will be designed to:

- Explore various aspects of leadership, particularly as it relates to Asian American women
- Evaluate the effectiveness of different leadership skills and styles
- Energize and equip attendees to seek out future leadership opportunities
- Create a network among attendees that will extend discussions and relationships beyond the scope of the conference
- Raise awareness about ASPIRE, its missions and value to Asian American girls and women



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***Meaningful Leadership: Shaping Our World***

**PRELIMINARY SCHEDULE**

8:30AM – 9:00AM	<b>Registration and Breakfast</b>
9:00AM – 9:30AM	<b>Welcome and Opening Remarks</b>
9:30AM – 10:30AM	<b>Morning Keynote</b>
10:30AM – 10:45AM	<b>Break</b> (break out by tracks)
10:45AM – 12:15PM	<b>Panel Sessions</b>
<b>High School Students</b>	<b>WHAT DOES IT MEAN TO BE A LEADER?</b> High school can be difficult enough without worrying about if you are a leader or not. In this panel, panelists will demonstrate that being a leader or exercising leadership isn't necessarily all about being the captain of a sports team or the president of a student club. Leadership is more than just a title. This panel will teach you how to build a solid foundation for present and future leadership. Learn to identify your intrinsic motivations and create a support network. Discover how to inspire a leadership attitude in yourself, among your peers, and ultimately, within your community.
<b>College Students</b>	<b>LEADING WITH A PURPOSE</b> In order to make a positive impact, leaders not only understand how to best utilize their skills and talents, but also are also aware of their responsibilities. Panelists will discuss how having a clear understanding of the purpose of leadership positions can maximize your leadership potential in your college community.
<b>Professionals</b>	<b>ASIAN AMERICAN WOMEN AND GLOBALIZATION</b> Globalization, spurred on by the rapidly growing economies of India, China, and other Asian countries, is a popular and important topic in the news today. In this panel we meet a group of successful Asian American women who have leveraged their unique bicultural identities and skills to become leaders in fields that cross boundaries from America to Asia.
12:15PM – 12:30PM	<b>Break</b> (pick-up lunch boxes)
12:30PM – 1:30PM	<b>Lunch</b> (mini-groups with speakers and ASPIRE Advisory Group)



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1:30PM – 1:45PM	<b>Break</b>
1:45PM – 2:45PM	<b>Afternoon Keynote</b>
2:45PM – 3:00PM	<b>Break</b> (break out by tracks)
3:00PM – 4:15PM	<b>Workshop Sessions</b>
<b>High School Students</b>	<b>WORKING WITH OTHER LEADERSHIP TYPES</b> There is more than one kind of leadership, and each type of leadership is necessary to build a successful team. In order to become an effective leader, you must be able to balance your and others' unique leadership styles when working together in a team. This interactive workshop teaches four different types of leadership styles – North, South, East, and West – and leads participants through team exercises to identify each person's unique leadership style and work together effectively.
<b>College Students</b>	<b>HOW TO INFLUENCE OTHERS</b> Ordinary students have the capacity to make an impact, whether on student organizations, college campuses, local communities, and even the nation. Learning from the experiences of panelists in the first session, this interactive workshop will help participants assess their abilities to lead others, identify their purpose, enhance their skills to achieve objectives and address issues they care about, and learn strategies to motivate and influence their peers.
<b>Professionals</b>	<b>MATCHING YOUR SKILLS TO LEADERSHIP OPPORTUNITIES</b> As fulfilling and exciting as we would all like our day jobs to be, it is rare that our professional career provides us with all the leadership opportunities we desire. In this workshop, women who have found their unique <i>leadership edge</i> will share with you interactive exercises that will help you identify the cross section between your passions and skills, enabling you to become a leader who puts her passions into action, inside or outside of her workplace.
4:15PM – 4:30PM	<b>Conference Closing Remarks</b>



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### **CONTACT INFORMATION**

All Email Inquiries to:

**conference@girlsaspire.org**

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## 2007 Asian American Women In Leadership (AAWIL) Conference

### VOLUNTEER JOB DESCRIPTIONS

#### LOGISTICS

Position	Description of Responsibilities	Commitment
<b>Conference Packet Design (2 people)</b>	<ul style="list-style-type: none"><li>• Help Mae figure out content of the conference packet.</li><li>• Help obtain sponsorships for the conference.</li><li>• Help with the design and layout.</li><li>• Purchase materials.</li><li>• Help with printing efforts.</li><li>• Assemble Conference Packets the week before the conference.</li></ul>	HIGH February - April
<b>Fundraiser Planning (4 people)</b>	<ul style="list-style-type: none"><li>• Help Mae plan the fundraiser! It will be all about mingling and having a good time.</li><li>• Identify theme and location.</li><li>• Ask companies/stores to donate raffle items (if necessary).</li><li>• Be able to meet with Mae once a week until the conference to discuss logistics and updates.</li></ul>	HIGH February - April
<b>Pre-Conference Registration (2 people)</b>	<ul style="list-style-type: none"><li>• Work with Mae to keep track of registrations that come</li><li>• Make sure that everyone who registers has also paid</li><li>• Make sure that there is a cash box available for people who are registering the day of the conference</li><li>• Prepare a master list of all participants</li></ul>	HIGH February - April
<b>Conference Day Registration (4 people)</b>	<ul style="list-style-type: none"><li>• Make sure that everyone who pre-registered gets a nametag and a conference booklet.</li><li>• Take down information and money for people who are registering at the door.</li><li>• Make nametags for them, and distribute conference booklets.</li><li>• Ensure that things run quickly and smoothly.</li></ul>	LOW April



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<b>Conference Guides (6 people)</b>	<ul style="list-style-type: none"><li>• Know where classrooms are.</li><li>• Know where restrooms are.</li><li>• Know where the conference room is.</li><li>• Know when lunch is.</li><li>• Know when there are breaks.</li><li>• If any attendee goes up to a volunteer (we will have different colored name tags) – they should be able to answer all questions.</li></ul>	LOW April
<b>Speaker Room (1 person)</b>	<ul style="list-style-type: none"><li>• This room will be a place where speakers can go and mingle with each other if they don't want to attend a certain part of the conference.</li><li>• The speaker room could be one of the closest classrooms to the main conference room.</li><li>• <b>Day of the Conference:</b><ul style="list-style-type: none"><li>○ Check up on the room.</li><li>○ Make sure snacks/drinks are in stock.</li><li>○ Make sure that speakers are comfortable.</li></ul></li></ul>	LOW April
<b>Wrap-Up KSG (1 person)</b>	<ul style="list-style-type: none"><li>• Everyone will be in charge of making sure all attendees leave the building. One volunteer will be the last person remaining to make sure that everything is set with KSG before we leave completely.</li><li>• <b>Day of the conference:</b><ul style="list-style-type: none"><li>○ Make sure the area is clean.</li><li>○ Might have to pick up extra water bottles, conference booklets, etc.</li><li>○ Check with Sharon Chae for the “ok” to leave.</li></ul></li></ul>	LOW April
<b>Keynotes Guide (1 person)</b>	<ul style="list-style-type: none"><li>• Should have a car</li><li>• This person should be in charge of making sure that they get to KSG in time for morning session</li><li>• <b>Day of the Conference:</b><ul style="list-style-type: none"><li>○ Pick up or be in contact with them (cell phone) and make sure that they get to KSG</li><li>○ Bring bottled water for the keynotes.</li></ul></li></ul>	LOW April



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**MARKETING**

Position	Description of Responsibilities	Commitment
<b>Marketing Leaders (6 people – 2 for each track) -High School -College -Professionals</b>	<ul style="list-style-type: none"> <li>• Outreach to local language newspapers, such as Epoch Times, Sampan, etc.</li> <li>• Write about the ASPIRE conference in Chinese, Vietnamese, Khmer and other Asian languages to inform parents</li> <li>• Contact school administrators and teachers and periodically check in with them to get a count of high school attendees</li> <li>• Contacting free publications such as Metro, Improper Bostonian to place ads</li> <li>• Attend local community events/professional networks</li> <li>• Work closely with Natalie to develop separate marketing campaign for high schoolers, college students, and professionals</li> </ul>	HIGH February - April

**PROGRAM**

Position	Description of Responsibilities	Commitment
<b>Speaker Coordinator Assistant (1 person)</b>	<ul style="list-style-type: none"> <li>• Primarily in charge of helping to coordinate speakers</li> <li>• Primary point of contact for all speakers (panels and key notes) during speaker invitation process, which might require email/phone communications. This might also require booking hotels, transportations, etc. for speakers if needed.</li> <li>• Work closely with the Board, Sharon, and HeeWon</li> </ul>	HIGH February - April



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<b>Panel Leaders (6 people)</b>	<ul style="list-style-type: none"><li>• Contact speakers for one specific panel via phone or email.</li><li>• Follow up with speakers and update HeeWon frequently.</li><li>• What time will they be arriving to the conference?</li><li>• Will they be able to stay for the entire conference?</li><li>• What materials will they need to present? Handouts?</li><li>• Get speaker photos and bios if they are new speakers for ASPIRE.</li><li>• Be in contact with speakers about the content of the panel and answer any questions they might have. Content will be provided by the panel moderator.</li><li>• Inform speakers approximately how long they are expected to speak.</li><li>• Can their company donate to the conference goodie bag?</li><li>• <b>The Day of the Conference:</b><ul style="list-style-type: none"><li>○ Bring bottled water for each panelist.</li><li>○ Make sure name cards are present.</li><li>○ Check the chair set-up.</li><li>○ Test microphones if the room has them available.</li><li>○ Make sure that the room is set at 8:30AM so if there is something missing; we can take care of it ASAP.</li></ul></li></ul>	HIGH February - April
<b>Panel Moderators (7 people)</b>	<ul style="list-style-type: none"><li>• Create the content of the panel. This is mainly a list of questions that we can send to the speakers ahead of time to get them thinking about the topic.</li><li>• Work closely with the Panel Leader to make sure all speaker questions are answered.</li><li>• Let the Panel Leader know of any materials needed the day of the conference like copies of handouts, etc.</li><li>• Update HeeWon frequently with progress.</li><li>• <b>The Day of the Conference:</b><ul style="list-style-type: none"><li>○ Moderate one specific panel.</li><li>○ Make sure that the panelists stay on track with the topic of the panel.</li><li>○ Make sure that the panelists are following time limits.</li></ul></li></ul>	HIGH February - April



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**2007 Asian American Women In Leadership (AAWIL) Conference  
VOLUNTEER FORM**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

(Cell) Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Availability (*please put an X during the times you **cannot** meet*):

	MON	TUE	WED	THURS	FRI	SAT	SUN
AM							
PM							

Please indicate your top 5 choices. Thank you for your interest! ☺

Rank	Position	Commitment
	Conference Packet Design (2 people)	HIGH February - April
	Fundraiser Planning (4 people)	HIGH February - April
	Pre-Conference Registration (2 people)	HIGH February - April
	Conference Day Registration (4 people)	LOW April
	Conference Guides (6 people)	LOW April
	Speaker Room (1 person)	LOW April
	Wrap-Up KSG (1 person)	LOW April
	Keynotes Guide (1 person)	LOW April
____ High School ____ College ____ Professionals	Marketing Leaders (6 people – 2 for each track)	HIGH February - April
	Speaker Coordinator Assistant (1 person)	HIGH February - April
	Panel Leaders (6 people)	HIGH February - April
	Panel Moderators (7 people)	HIGH February - April

Please email form to [conference@girlsaspire.org](mailto:conference@girlsaspire.org). Thank you!!!