

Your Event Host Guide & Toolkit

Hosting an event for Stemette Futures is your opportunity to celebrate the journeys of women and allies in STEAM while raising funds to nurture the next generation.

Your event doesn't need to be big or complex; what matters most is connection, authenticity, and impact.

Stemette Futures Charity No. 1188774
Registered in England and Wales
35 New Broad Street London , EC2M 1NH



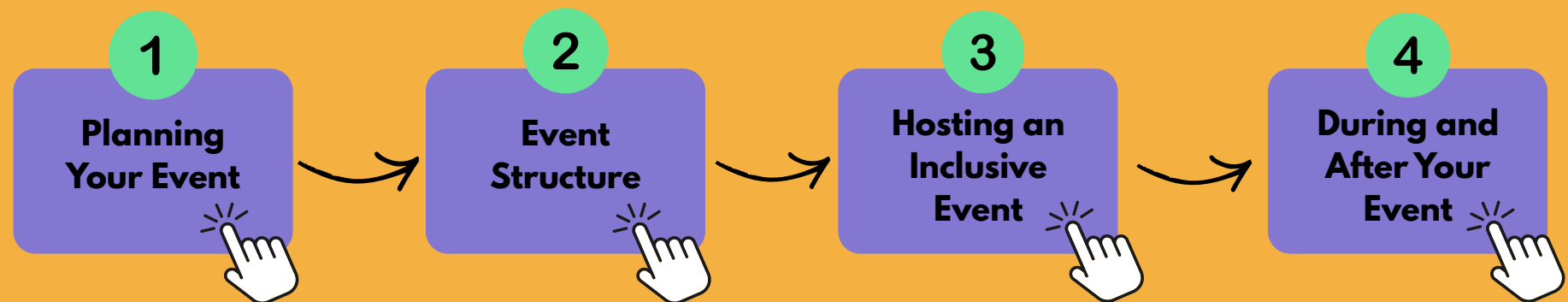
STEMETTES # . ! E S +



WELCOME

If you are reading this, it indicates your readiness to contribute to the growth of something remarkable. This guide serves as your toolkit for organising an event to raise funds for Stemette Futures.

Within this guide, you will find an overview of the process, from initial planning to the successful execution of your event.



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PLANNING YOUR EVENT



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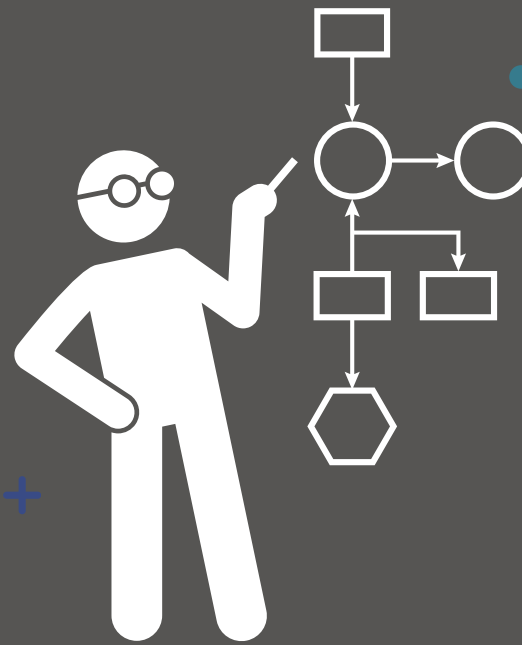
Looking forward to celebrating the journeys of women and allies in STEAM, whilst also raising funds to nurture the next generation?

Pre-Event To-Do List

- Set your date and time.
- Choose your format. Host in-person, online, or hybrid, whatever suits your group.
- Invite your audience. Colleagues, students, local community members, or partner organisations. Anyone you'd like to share your message with!
- Assemble your panel. For the best panel, aim for a mix of voices. Include women from STEAM backgrounds and one ally who actively supports equity and inclusion.
- Promote your event. Use our resource toolkit to share your event and encourage donations throughout the event!

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EVENT STRUCTURE



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Here's our suggested agenda for your event, but feel free to set your own.

Segment	Description
Welcome (10 min)	Introduce yourself, your workplace or group, and why you're hosting an event for Stemettes Futures. Play the pre-recorded keynote video from Stemettes as part of your welcome.
Panel (40 min)	Dive into stories of growth, resilience, mentorship, and allyship. Use the suggested questions below.
Calls to Action (10 min)	Share the details on how to donate. Each donation supports our mission to engage, inform, and connect the next generation of women and non-binary people into Science, Technology, Engineering, Arts, and Maths (STEAM) by showcasing a diversity of people working in STEAM.
Networking & Pledge Collection (30 min)	Encourage informal discussion, reflection, and peer connections. Have your JustGiving campaign link or QR codes ready for easy donations.

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HOSTING AN INCLUSIVE EVENT



HOSTING AN INCLUSIVE EVENT

Inclusivity is about ensuring every attendee feels seen, heard, and valued. Here are simple but powerful ways to create that atmosphere:

Ensure that your speakers represent a diverse range of experiences and identities.

Keep engagement active with polls and short breakout discussions.

Balance speaking time and gently guide discussion so all voices contribute.

Remind attendees that this is a respectful space for curiosity and listening.

Check venues have step-free access, gender-inclusive facilities, quiet areas, and accessible resources.

Ensure online events have captions and opportunities for questions both verbally and via chat functions.

EXAMPLE PANEL QUESTIONS

The focus for your panel should be amplifying panellists' stories, their STEAM journeys, and what empowered them to rise. Below is a list of example questions - feel free to add your own.

For Women in STEAM:

- What has been a defining moment in your journey - something or someone that supported you?
- How do you stay motivated and grounded when facing a challenge or bias?
- Who has been a mentor or role model for you, and what did they teach you about leadership or resilience?
- How do you give back now - what does lifting others look like for you?
- What advice would you share with young women and non-binary people hoping to thrive in STEAM?

EXAMPLE PANEL QUESTIONS

For the Ally:

- What does being an effective ally in STEAM mean to you in practice?
- What have you learned from the women and non-binary colleagues around you?
- How do you use your position or privilege to create equitable opportunities?
- What advice would you offer to other men who want to become stronger allies?

For All Panellists:

- Where do you see the biggest opportunities for collective growth in STEAM industries?
- If you could see one change for the next generation, what would it be?

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DURING & AFTER YOUR EVENT



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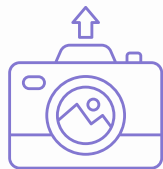
- Encourage donations: Invite attendees to donate as a symbolic act of empowerment.



- Share stories: Tag @Stemettes on social media so we can highlight your wonderful event!



- Say thanks: Thank your panellists, supporters, and attendees for being part of the movement.



- Reflect and report back: Share photos, reflections, and outcomes with us at team@stemettes.org to showcase community impact, and for us to share.