



June 5, 2019

Dear 2019 Changing Faces Women:

Aloha from Honolulu and welcome to the 2019 Changing Faces Women's Leadership Seminar! We are thrilled to have you on board for this exciting seminar and look forward to meeting you in July! Below you will find important information about the 2019 Changing Faces Seminar, including deadlines and a few "housekeeping" items regarding your travel to Hawaii. As there are a number of items, we recommend that you **PRINT THIS OUT**, read it thoroughly, and keep it handy as you prepare for the seminar. Included in this message is information on:

1. **SEMINAR THEME**
2. **SEMINAR STAFF**
3. **PARTICIPANT LIST & BIOS**
4. **DRAFT ACTION PLANS / PRESENTATION GUIDELINES**
5. **WEBPAGE, FACEBOOK & TWITTER**
6. **AGENDA**
7. **GIFTS / HOST MENTORS**
8. **#GALSWITHLEI FORUM**

#### 1. **SEMINAR THEME**

Launched in 2002, the Changing Faces Women's Leadership Seminar focuses on the important role that innovation and entrepreneurship play in contributing to economic growth, job creation, and strengthening communities. During this 12-day professional training, dialogue, and travel program, participants engage in a series of workshops focused on leadership and entrepreneurship that are facilitated by a noted women's leadership trainer and the University of Hawaii at Manoa. Participants also expand their knowledge of entrepreneurship, economic growth, leadership, and community building through carefully selected field visits and meetings with experts, practitioners, business owners, and policymakers in Hawaii. Participants are individually matched with local women leaders in a Host Mentor program and, in return, Changing Faces participants act as mentors for a select group of high school students in a Next Generation Service Project. The Changing Faces Seminar also provides training and consultative sessions to help participants develop and actualize a concrete Action Plan for the betterment of their business or their community. Finally Changing Faces women serve as panelists, moderators and attendees at the publically ticketed #galswithLEI, a purposeful, collaborative, and dynamic forum.

#### 2. **SEMINAR STAFF**

Our Changing Faces team here at the East-West Center looks forward to ensuring that the seminar is professionally valuable and personally enjoyable. As the Changing Faces program coordinator, Liz A. Dorn, will be working over the next months and weeks to manage seminar and #galswithLEI content, including identifying and confirming host mentors, and will travel with you to Maui. Sara E. Lam, program assistant, will assist in confirming speakers and training workshops and will also travel with you to Maui. We will be ably assisted by Penny Higa, program officer, who will be in close contact with you regarding the logistics of the program such as visas, itineraries, and travel arrangements. Our administrative team will also be in touch with you to collect your pre-arrival questionnaires, biographies, and Action Plan documents, **please keep any eye out for and respond promptly to emails** from [changingfaces@eastwestcenter.org](mailto:changingfaces@eastwestcenter.org), [higap@eastwestcenter.org](mailto:higap@eastwestcenter.org), [dorne@eastwestcenter.org](mailto:dorne@eastwestcenter.org), and myself.

**The Changing Faces Women's Leadership Seminar is funded by the East-West Center**

The East-West Center promotes better relations and understanding among the people and nations of the United States, Asia, and the Pacific through cooperative study, research, and dialogue. Established by the U.S. Congress in 1960, the Center serves as a resource for information and analysis on critical issues of common concern, bringing people together to exchange views, build expertise, and develop policy options.

### 3. PARTICIPANT LIST & BIOGRAPHIES

Attached please find a list of the 2019 Changing Faces Women. As you look over the attached list, please take a moment to review the spelling and presentation of your name, title and organization and let me know whether or not the list is correct. Keep in mind that the name in CAPITALIZED letters is what we have as your last/family/surname. Please let me know if this is NOT correct. This is very important as it is how your name will appear in all printed materials related to the seminar and we want to be sure everyone is listed correctly! If you go by another name, please also let us know.

The first things we will need from you, by **Friday, June 7<sup>th</sup>** are a **headshot and short, narrative biography**— 250 ~ 400 words— in the following format:

- Name, title, and employing organization/company. Please also add a sentence or two about your employing organization/company.
- Past professional positions, in reverse chronological order (beginning with most recent).
- Books, honors, awards and other professional recognition.
- Other items of professional interest you may wish to share (optional).
- Education: university(ies), major fields, year(s) of degree; other professional training.

Please send your bio to Ms. Sara Lam via [changingfaces@eastwestcenter.org](mailto:changingfaces@eastwestcenter.org). As an introduction and to provide an example of the short biography format, I am attaching Liz and I's biographic information.

### 4. DRAFT ACTION PLANS / PRESENTATION GUIDELINES

I have a homework assignment for you and due via [changingfaces@eastwestcenter.org](mailto:changingfaces@eastwestcenter.org) **NO LATER THAN Wednesday, June 12<sup>th</sup>**. As described in the program announcement, an integral part of the Changing Faces Women's Leadership Seminar is the development of an Action Plan, which organizes and develops solutions to address a specific issue, problem or need in your community that you find important. Your final Action Plan will be developed throughout the workshops here in Honolulu, however, it is now time to clearly IDENTIFY the issue, problem or need within your professional work OR community to be addressed and what kind of project you envision alleviating that issue/problem/need. Your Draft Action Plan Statement should be **NO LONGER than TWO PAGES double spaced**, but should include the following:

#### a. Action Plan Title

#### b. Issue/Problem Statement

Identify and describe the issue/problem/need you wish to address including how significant the problem is, who is impacted, and how it is currently being solved (if at all) and by whom. In addition, please include your thoughts on the causes of the problem or the nature of the issue within your industry, workplace or community so that we have a sense of the context in which you are working or will be working as well as what obstacles exist and must be overcome and what resources are realistically available to you.

#### c. Mission & Project Description

Draft a mission statement that references the issue/problem/need you've identified and how you or your business intend to address that problem. While mission statements are similar to vision statements, they're more concrete and "action-oriented." *A vision statement inspires people to dream; a mission statement inspires action.* In other words, a mission statement describes what you/your business/organization are going to do and why. For example, "Increase the number of childcare providers in the Tokyo community to ensure safe, reliable care options for working mothers."

In addition, summarize the specific project you expect to undertake to realize your mission. Explain how/why you think the suggested project provides a solution, who it will benefit, and how those benefits will be delivered. Explain how or why your proposed project is innovative.

#### d. Personal Role

Explain why are you uniquely situated to take on this particular project? How does it fit with your experience, skills, etc.? What will be your role? How is this different from the role your organization or corporation currently plays?

As a core characteristic of the Changing Faces Seminar is the exchange between participants regarding their personal experiences and backgrounds, you will each have an opportunity to formally introduce yourself and your issue/problem/need and your project/plan to the rest of the group in a brief **7 minute** oral presentation on Tuesday, July 9<sup>th</sup>. These presentations are an opportunity for you to practice your public speaking skills and provide the group with **the context in which you work and in which you will be tackling the issue, problem or need that you have identified**. We encourage you to utilize PowerPoint, AV, photos and other physical materials as much as possible. Please note, however, that you will NOT be allowed to run over 7 minutes so please be conscientious about time. Also, please assume that your fellow participants have read your bio and your Draft Action Plan in advance so you will not need to repeat that material.

Your Draft Action Plan will also be compiled and distributed to our seminar trainers so that they have an idea of your specific interests as they prepare their sessions. Your statements will additionally be posted to the Changing Faces webpage for review prior to arrival.

We understand that your project may very well change over the course of the seminar as we work to develop your ideas into fully actionable Action Plans. It is our experience that participants tend to envision projects that are simply too large in scope and not individually achievable. Please be conscientious about asking yourself, "Can I achieve this?" rather than "Can my organization/corporation achieve this?" Your proposed project or action should be 1) achievable within one year and 2) either individually achievable OR led by you.

## 5. WEBPAGE, FACEBOOK, & TWITTER

We will be establishing a webpage and Facebook group that will be accessible only to you and the staff associated with the seminar. Prior to the seminar, we will post your bios along with relevant background readings, your draft Action Plans and other programmatic materials on the Changing Faces webpage. All of the documents we send you by e-mail will also be linked on the webpage for your later reference and use. You will also want to visit EWC's participant webpage, which offers travel advice and other useful information.

<http://changingfacesseminar.weebly.com/>

[www.ewcparticipantinfo.org](http://www.ewcparticipantinfo.org)

Please also "**friend**" **Liz A. Dorn** so she can connect you to the Changing Faces Seminar Facebook group. I highly recommend introducing yourselves to one another and our amazing Changing Faces alumni. Later, we will post photos from the seminar to the group's webpage and Facebook group.

FYI, the Changing Faces Seminar uses the Twitter hashtags **#ChangingFacesSeminar & #galswithLEI**.

## 6. AGENDA

Attached is travel calendar for the 2019 Changing Faces Seminar. Please plan on arriving in Honolulu, Hawaii no later than late afternoon on Sunday, July 7<sup>th</sup> as there will be an informal welcome dinner that evening. The seminar will conclude in Honolulu on Friday, July 19<sup>th</sup>. We ask that you schedule your return on Saturday, July 20<sup>th</sup>. Kindly note, that EWC will arrange an optional tour of the Pearl Harbor National Memorial the morning of Saturday, July 20<sup>th</sup> for those whose flights depart in the evening. Please let Penny know if you wish to participate in the Pearl Harbor National Memorial tour. If you wish to arrive in Honolulu early or stay after the seminar concludes, please also let Penny know as soon as possible. Personal days before or after are at your own expense and are subject to visa regulations.

***Participants should anticipate attending three to six meetings/activities per day with limited free time for tourism or shopping. Participants are expected to attend all scheduled meetings and be actively engaged in the sessions.*** Please prepare by reviewing the Changing Faces webpage and the materials posted there. Liz and I will keep you updated as the 2019 Changing Faces Women's Leadership Seminar agenda comes together and will post a tentative schedule to the group webpage in the coming weeks.

## 7. GIFTS / HOST MENTORS

We have many speakers and resource persons involved in the Changing Faces program who are very generous in spending their time with the group. Most of these volunteer to ensure that our participants enjoy a professionally valuable and personally enriching experience. We like to be able to present these people with a small token of appreciation.

**We request that each participant bring 3-5 “thank you” gifts.** The following is a list of suggested “thank you” gifts:

- cultural items and local artisan goods (such as textiles, decorative crafts or small art objects)
- pictorial “coffee table” books about your country, state or city
- DVD or CD featuring dance, music or documentary your country, state or city
- quality, boxed pen/pencil sets
- embroidered logo items (such as totes, umbrellas, baseball caps)

As much as possible, please bring gifts suitable for both men and women and limit heavy and fragile items that may break in your luggage. Participants sometimes bring small gifts, such as keychains, post cards, or craft items, to exchange with each other and you may wish to do so as well. This is entirely optional. **Please wrap your gifts or bring gift bags for them.** Please provide a list of the gifts that you will bring with you by **Tuesday, June 25<sup>th</sup>**. The East-West Center will provide a “thank you” note to accompany each gift.

The Changing Faces Seminar also features a "host mentor" program, which carefully matches local women who demonstrate exemplary leadership skills with our participants. The "host mentor" program enables each of you to engage in an informal, one-on-one dialogue with a woman who shares similar career and/or community interests. For this event you may want to bring a special gift to present to your “host mentor.” You may also want to bring a few small trinkets for the students you will meet during the Next Generation Service Project.

#### **8. #GALSWITHLEI FORUM**

The #galswithLEI Forum, scheduled to take place on Wednesday, July 17<sup>th</sup>, celebrates the Leadership, Entrepreneurship and Inspiration of female business and social entrepreneurs in generating jobs and strengthening communities. #galswithLEI is not your typical event. Rather, information sharing is purposeful, collaborative, and dynamic. #galswithLEI offers six interactive workshops focused on Leadership, Entrepreneurship, and Inspiration followed by an attendee driven open space and a networking reception, featuring local female chefs. Workshop panelists and guests include local established women leaders, bold millennials, and YOU.

If you have any questions or need my assistance in any way, please feel free to contact myself or program coordinator, Liz A. Dorn, by e-mail or phone. Again, welcome to the Changing Faces Seminar!

Kind regards,

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