

# **Females in Mass Spectrometry “Out of the Shadows” Leadership Development Program – Overview**

Females in Mass Spectrometry (FeMS+) invites corporate partners to co-organize in-person leadership development coaching programs to women scientists in mass spectrometry and related fields.

## **Background**

FeMS+ is a nonprofit community-led initiative that supports and empowers a global network of women scientists in the field of mass spectrometry. FeMS+ offers awards, networking events, mentorship programs, and training. FeMS+ is run entirely by worldwide volunteers and has less than 1% annual overhead expenses.

## **Program Objectives**

“Out of the Shadows” is our premier leadership development program for women scientists with 10+ years post-graduation work experience, who wish to advance their career towards senior leadership positions (executives, deans, directors). This program aims to provide opportunities for personal and professional development, with the overarching strategy to increase the number of women as senior leaders.

## Program Logistics

- Date: The event could take place adjacent to mass spectrometry-related conferences, or it could be a stand-alone event.
- Time: 08:30 to 20:00
- Venue: Conference facility, corporate boardroom, university meeting room, etc.
  - Room setup: semi-circle or circle of chairs. Whiteboard/flipchart. Tables on the side for serving health breaks and lunches.
- Target participants: A group of about 20 women scientists from mass spectrometry and related fields, have advanced degrees, 10+ years post-graduation, and both project and people management experience.
- Language: English
- Course format: a mix of pre-event assignments, group activities, panelists presentation, and interactive discussion between participants and panelists.

## Sample program agenda

- 8:30 Arrival and Check-in
- 9:00 Welcome. Introduction of FeMS<sup>+</sup>, event partner(s), and coach
- 9:15 Participant Introduction and Ice Breakers
- 9:45 Break
- 10:00 Leadership Coaching
- 12:30 Lunch
- 13:30 Panelists presentations: same theme as coaching topic
- 14:30 Break
- 14:45 Panel Discussion
- 16:30 Closing Remarks
- 17:00 Pack up & head offsite
- 17:30 Offsite Gathering

## Budget Estimation (all amounts in USD)

- Coaching fee: \$5,000 to 10,000. Or in-kind contribution from company's expertise (e.g., Human Resources director or in-house executive coach)
- Cost for room rental and audio/visual equipment (if needed). Cost depends on location and venue type.
- Travel expense reimbursement for a FeMS<sup>+</sup> representative (transportation and 3-night accommodation).
- Food and beverage:
  - Onsite: two health breaks and lunch (~\$50 per person if in-house; ~\$100 per person at an external venue) for 25 people (20 participants, four coach/panelists, and one FeMS<sup>+</sup> representative).
  - Offsite: networking dinner following the event: ~\$50 to 75 per person, for 25 people. Price varies depending on the type of restaurant.
- Event planning and onsite event management: in-kind contribution from FeMS<sup>+</sup>, event partner(s), and volunteers.
- Leadership books: \$25-35 per book, 22 copies (20 participants, one copy for FeMS<sup>+</sup> representative, one copy for FeMS<sup>+</sup> Book Exchange).
- Branded products, such as pens and notebooks, from event partners.

## Sustainability Consideration

Consider the following areas throughout the life cycle of the event:

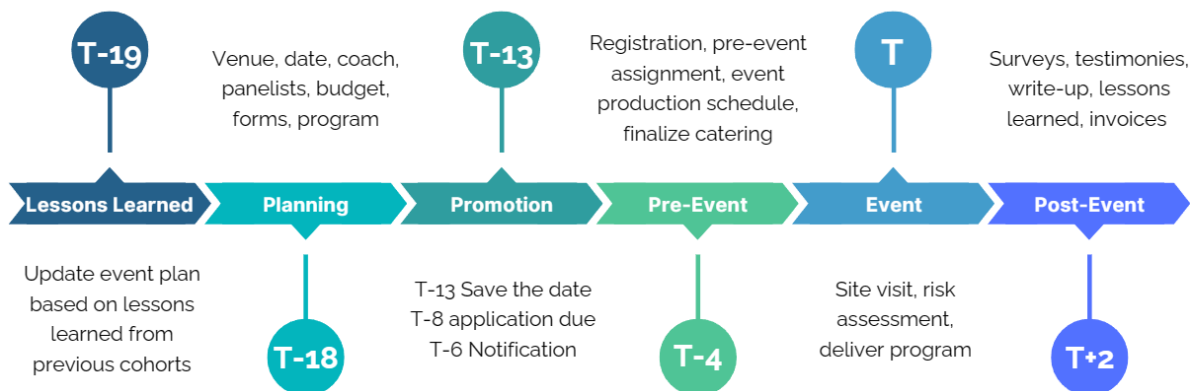
- Transportation: Choose city and venue with adequate sustainable transportation (e.g., on foot, by bike, public transportation).
- Energy efficiency:
  - Choose venue that have green credentials or certifications, e.g., LEED.
  - Pay attention to energy expenditure within control of the event organizers, e.g., lighting (meeting room with adequate natural lighting), heating, cooling.
- Sustainable procurement:
  - Reduce the amount of event giveaway to a minimum. Avoid overordering by forecasting expected attendance.
  - Use environmentally friendly products whenever possible.
  - Eliminate unnecessary use of plastics, especially single-use plastics.
  - Minimize the number of printed products. Use digital program, rather than hard copies. Opt for recyclable materials when paper products must be used.
- Sustainable food and beverage:
  - Avoid over-ordering food and beverages.
  - Ask for unconsumed food to be served at the next meal service where possible, or be donated to the local food bank or shelter. For example, unconsumed dessert from lunch can be served during afternoon break.
  - Select event venue/catering services that provide locally sourced and seasonal food, capable of offering plant-based meals and drinks, minimize the use of plastics (e.g., plastic bottled water, single use plastic utensils, plastic straws, plastic stir sticks).
- Waste management:
  - Reduce, reuse, recycle!
  - Eliminate single-use products, especially packaging, utensils, coffee cups, and name badges.

## Planning Outline

A detailed list of tasks and estimated time commitment can be found in Appendix 1.

<b>Lessons Learned</b>	1. Review lessons learned from previous OTS cohorts
<b>Planning</b>	2. Select venue and date; find closest accommodation 3. Decide on coaching themes and leadership book 4. Identify coach: send out and review Request for Proposal, if necessary 5. Calculate budget 6. Identify and invite panelists 7. Draft, review, and finalize: application form, registration form, digital program
<b>Promotion</b>	8. Promote event
<b>Pre-Event</b>	9. Review applications, accept/reject applications, finalize event production schedule, pre-event assignments, finalize catering
<b>Event</b>	10. Onsite event management
<b>Post-Event</b>	11. Post-event activities

### OTS Event Life Cycle (in weeks)



## Past Program Topics

- Communication:
  - Building Your Personal Brand and Networking
  - Confident Negotiation
  - Asking for What You Want
  - Effective communication with direct reports, peers, and senior leadership
- Empowerment:
  - The Psychology of Selves: Beyond Imposter Syndrome
  - Find your voice in professional setting
  - Gain awareness of triggers and barriers
  - Build self-confidence through self-awareness of
  - Develop self-efficacy and build a support system
- Career vision:
  - Intentional Careers
  - Five-year plan of future growth and development

## Leadership Books from Past OTS Cohorts

- You're a Badass by Jen Sincero
- How Women Rise by Sally Helgesen and Marshall Goldsmith
- Dare to Lead by Brené Brown
- Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones by James Clear

## OTS Statistics

9

OTS cohorts

123

participants

from

14

countries

## Testimony from Cohort Participants on LinkedIn

- [Maïke Arndt](#)
- [Dajana Domik](#)
- [Dipali Kale](#)
- [Angie Mc Ardle](#)
- [Olga Vvedenskaya](#)
- [Stefanie Wernisch](#)
- [Nivedita Bhattacharya](#)
- [Liyan Chen](#)
- [Kristina Beeler](#)
- [Tessel Hammink](#)
- [Sonja Klee](#)
- [Prasanna Vadhana Ashok Kumaar](#)
- [Dana Hicks](#)
- [Jingjing Sun](#)
- [JiaYee Wu](#)

## Past OTS partners



**Agilent**



*Prof. I-lin Isabel Tsai*



**Singapore Phenome Centre**  
A unit of the NTU Integrated Medical, Biological, and Environmental Life Sciences (NIMBELS) Cluster



## Appendix 1. List of event tasks and estimated time commitment

Item	Details	Responsibility (estimated time commitment, person-hour)	
		FeMS <sup>+</sup>	Event Partner
1. Review lessons learned from previous OTS cohorts	Incorporate lessons learned from previous cohorts in next cohort	✓ (2)	n/a
2. Select venue and date; find closest accommodation	a) Select venue: If in-house, event partner to obtain necessary approval to use the venue and make booking. If external, event partner to suggest suitable offsite locations, negotiate rental contract, obtain funding to pay for venue rental cost. FeMS <sup>+</sup> team can help review rental contract.	✓ In-house (n/a) External (2)	✓ In-house (4) External (16)
	b) Select date: based on availability of venue, coach, event partner representative(s), FeMS <sup>+</sup> representative, proximity to a mass spectrometry-related conference.	✓ (3)	✓ (3)
	c) Find closest accommodation	✓ (1)	✓ (1)
3. Decide on coaching themes and leadership book	a) OTS event could be tailored to the audience in that region. For example, the Singapore cohort was tailored to women scientists in Asian context. This involved interviewing women scientists in the region to understand their barriers to leadership.	✓ No interviews required (1) With interviews (8)	✓ (1)
	b) Select leadership book for the coaching theme. Check price and availability. Order books after confirming number of registered participants.	✓ (8)	✓ (1)

Item	Details	Responsibility (estimated time commitment, person-hour)	
		FeMS+	Event Partner
4. Identify coach: send out and review Request for Proposal, if necessary	a) The preference is for event partner to provide in-house expertise to coach the cohort. FeMS+ team may ask to meet with the coach virtually prior to confirming the program.	Only if meeting is required (2)	✓ (2)
	b) If this is not feasible, then an external coach will be hired. The preference is for event partner to be in charge of selecting and hiring the coach. FeMS+ will only take on this responsibility if event partner is unable to carry out the task. This involves selecting three or more coaches and/or coaching companies, prepare and send out Request for Proposal (RFP), review RFP, interview potential coaches if needed, negotiate terms and conditions if needed, select and confirm coach.	Only if necessary	✓ Select coaches (24) RFP (24) Interview (0 – 6) Negotiate (0 – 4) Sign contract (1)
5. Calculate budget	a) Itemized expected expense, gather quotes, estimate attendance	✓ (1)	✓ (1)
	b) Update budget and event expense regularly	✓ (1)	✓ (1)
6. Identify and invite panelists	Event partner to identify and invite panelists, in consultation with FeMS+ team.	✓ (1)	✓ (8)
7. Draft, review, and finalize: application form, registration form, digital program	a) Application form: draft, review, finalize	✓ (2)	n/a
	b) Registration form: draft, review, finalize	✓ (2)	n/a
	c) Digital program: FeMS+ team to create this online document. Event partner to review.	✓ (24)	✓ (1)
8. Promote event	Event promotion: FeMS+ team to promote event on its website, distribute to mailing list, shared on LinkedIn and Twitter/X. Event partner to promote event within its network.	✓ (3)	✓ (1)

Item	Details	Responsibility (estimated time commitment, person-hour)	
		FeMS+	Event Partner
9. Review applications, accept/reject applications, finalize event production schedule	a) Review applications: FeMS+ team to review applications.	✓ (24)	n/a
	b) Accept/reject applications: FeMS+ team to email applicants the result of their applications. FeMS+ team will take care all communication with applicants and accepted participants.	✓ (24)	n/a
	c) Event production schedule: FeMS+ team to draft event production schedule, including risk assessment document. Event partner to review.	✓ (12)	✓ (2)
	d) Order food and beverages, and any event supplies. Select venue for offsite networking dinner and make reservation.	n/a	✓ (4)
10. Onsite event management	a) FeMS+ representative to conduct site visit of event venue and to go over event production schedule with venue staff	✓ (3)	Optional
	b) Deliver (or arrange for delivery) food and beverage to venue, if not catered.	n/a	✓ (3)
	b) Risk assessment of venue and meeting on the event day	✓ (1)	n/a
	c) Set up meeting room	✓ (1)	✓ (1)
	d) Housekeeping of meeting	✓ (12)	Optional
11. Post-event	a) Draft and email survey to participants	✓ (2)	n/a
	b) Tabulate survey, compile lessons learned for next cohort	✓ (4)	n/a
	c) Collect participants' testimony	✓ (4)	n/a
	d) Write-up for posting on social media, website, and newsletter.	✓ (24)	Optional
	e) Invoice expenses incurred by FeMS+ to event partner. Event partner to pay invoice(s).	✓ (2)	✓ (2)