



International Women's Day 2026

Speaker & Facilitator Brief

About this Event

This International Women's Day event creates a safe, supportive space for women in Japan who want to share their stories online—but may be hesitating or are in need of a bit of inspiration. Whether it's a career pivot, a creative project, or a personal perspective, we're helping attendees move from “someday” to “here's my first step.” Your role as a speaker and facilitator is essential in making this happen.

Your Role as a Guest Speaker

You'll contribute in two important ways:

Part 1: Opening Panel Discussion (30 minutes)

You'll join our panel of speakers to share your authentic experience of building an online presence. This isn't about showcasing perfection—it's about being real with women who are nervous about taking their first steps.

Part 2: Small Group Facilitation (60 minutes)

You'll facilitate two 30-minute small group conversations (with a rotation at the halfway point). You'll be paired with a FEW Japan board member, and together you'll guide intimate discussions about storytelling formats, finding your voice, practical tips, and overcoming creative blocks.

Event Timeline

Time	Activity	Your Role
1:30pm	FEW Board members arrive for set-up	Optional: Arrive early to meet co-facilitator
2pm	Doors open	Greet attendees informally
2:10pm	Panel Discussion	Share your story
2:40pm	Transition to Small Groups	Move to your assigned space
2:45pm	Round 1 Begins	Facilitate discussion, guide exploration
3:15pm	Transition to Small Groups	Groups switch; short break
3:20pm	Round 2 Begins	Facilitate discussion, guide exploration
3:50pm	Closing Circle	Join group for final reflections
4pm	Event Ends	
4pm-5pm	Open Networking	Optional

Panel Discussion Questions

We'll begin the panel by asking each guest to spend 2-3 minutes introducing themselves and what you do. Please send us in advance what you would like us to show or project on screen during your introduction (such as photos or social handles).

We'll then spend ~20 minutes exploring these questions together during the opening panel. Please think about your authentic responses. There are no "right" answers. Vulnerability and honesty are what will resonate most.

- What was the first thing you ever shared publicly, and how did it feel to hit publish?
- What's something you almost didn't post — but did anyway? What happened?
- What would you tell someone who's been sitting on a story or idea for months?

Small Group Facilitation Guide

Your small group will have attendees who want to explore storytelling in your format or industry. You're there to guide, share your experience, and encourage attendees to hit publish.

You'll be paired with a member of the FEW Japan Board to help keep the discussion flowing.

Goals for Each 30 Minute Session

1. Create a safe space where attendees feel comfortable sharing what's holding them back
2. Share practical insights from your own journey
3. Help attendees identify what kind of storytelling format might best fit their voice
4. Encourage concrete next steps

Suggested Flow

1. Quick introductions - each person's name and what they're wanting to create or share
2. Share your experience. For example: What's something you learned the hard way about showing up online? What scared you? What surprised you? How have you built community, found your voice, or marketed your business?
3. Open discussion. Help each person identify one concrete step they can take this week.

Discussion Prompts

- What's one story from your life in Japan that you think people might relate to?
- What's stopping you from hitting publish? Is it perfectionism? Fear of judgment? Not knowing where to start?
- What project or story are you working on right now?
- What's inspired you recently?
- What's the smallest possible first step you could take this week?

Logistics & Practical Details

Arrival: Please arrive by 1:45 PM if possible to meet your co-facilitator and get oriented to the space. FEW Japan will reimburse you for travel to and from the venue, Code Chrysalis.

Hybrid format: The event will be in-person at Code Chrysalis with some attendees joining on Zoom.

Refreshments: Light refreshments will be provided.

Questions or Concerns?

Please don't hesitate to reach out if you have any questions about your role, the format, or anything else. We're here to support you!

Contact

Lizeth Flores, fundraising@fewjapan.com

Bree Fabig, president@fewjapan.com

Thank you for being part of this event. Your willingness to share your journey will help other women find the courage to share theirs.

We can't wait to work with you on March 15!

With gratitude,
The FEW Japan Team