

**G100 LEADERSHIP SUMMIT 2026**

# **SPEAKER PARTICIPATION GUIDELINES**

*Power, Influence, Impact: Women Driving Change!*

|                          |                                         |
|--------------------------|-----------------------------------------|
| <b>DATES</b>             | <b>8-10 October 2026</b>                |
| <b>VENUE</b>             | <b>Hotel do Mar, Sesimbra, Portugal</b> |
| <b>OFFICIAL LANGUAGE</b> | <b>English</b>                          |

**Speaker proposals: 5 September 2026**

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[g100leadershipsummit.org](https://g100leadershipsummit.org)

## 1. About the Summit

The G100 Leadership Summit is an international forum for knowledge-sharing, inspiration and the creation of opportunities. It gives a platform and visibility to women whose work has a genuine impact on their communities, organisations and professional fields.

The event welcomes women leaders, businesswomen, professionals, entrepreneurs and representatives from different sectors and geographies, as well as men committed to equality, responsible leadership and building a more equitable society.

### OFFICIAL LANGUAGE

English is the official language of the Summit and, as a rule, all plenary and parallel sessions will be delivered in English.

A room for sessions in Portuguese and/or Spanish may be made available, subject to the number of proposals received and the final programme configuration.

## 2. What Every Session Should Deliver

1. **Alignment.** Connect clearly with the Summit theme: “Power, Influence, Impact: Women Driving Change!”
2. **Value.** Offer knowledge, reflection, tools, experience or ideas that participants can use or build upon.
3. **Audience focus.** Design the session around the participants and the change, learning or insight they should take away.
4. **Clarity.** Focus the content and make the central purpose or message easy to understand and remember.
5. **Professional integrity.** Avoid a personal, institutional or commercial pitch centred on the speaker, company, products or services.
6. **Timing.** Respect the duration and structure of the selected session format.

### 3. Session Formats at a Glance

| FORMAT             | TOTAL TIME | CORE APPROACH              | RECOMMENDED FLOW                       |
|--------------------|------------|----------------------------|----------------------------------------|
| <b>Workshop</b>    | 60 min     | Interactive and practical  | Context + activity + discussion        |
| <b>Masterclass</b> | 30 min     | Educational and applicable | 20 min presentation + up to 10 min Q&A |
| <b>Impact Talk</b> | 20 min     | Focused and memorable      | 15 min presentation + 5 min Q&A        |

### 4. Workshop - 60 Minutes

A Workshop is designed for a topic that benefits from a practical, participatory and more in-depth approach. A session occupying a full one-hour slot must be interactive.

#### Recommended structure

7. Introduce and contextualise the topic.
8. Explain the main concepts, methods or tools.
9. Engage participants in an exercise, debate or practical activity, individually or in groups.
10. Invite participants to share outcomes or lessons learned.
11. Close with questions, feedback and a concise summary.

*As a guide, the session may begin with around 20 minutes of context-setting, continue with a practical activity and reserve the final part for conclusions, questions and a summary. This allocation may be adapted to the content, provided that meaningful interaction is maintained.*

## 5. Masterclass - 30 Minutes

A Masterclass should be educational and convey practical knowledge, a methodology, a skill, a tool or a perspective that participants can apply.

### RECOMMENDED TIMING

20 minutes - presentation

Up to 10 minutes - questions and answers

By the end of the session, participants should feel that they have learned something relevant and gained a new tool, idea or approach. A Masterclass should not be a personal or commercial presentation.

## 6. Impact Talk - 20 Minutes

An Impact Talk is a brief, dynamic contribution focused on one message or idea with the potential to create change.

### REQUIRED TIMING

15 minutes - presentation

5 minutes - questions and answers

The talk may present a project, cause, experience, initiative or transformative idea. It should make clear:

12. its purpose;
13. the problem it seeks to solve;
14. the change it aims to bring about;
15. the impact already achieved or expected; and
16. how others can participate or become involved.

*The contribution should be clear, direct and memorable - short, sharp and sweet.*

## 7. Other Formats

### **Fireside Chat or moderated conversation**

A proposal may also be considered as a Fireside Chat or moderated conversation, particularly when a speaker wishes to lead a dialogue with one or two invited guests.

The session should be conceived as a dynamic, coherent conversation rather than a sequence of individual presentations. Its duration and inclusion in the programme will be assessed according to the topic and programme availability.

### **Meet the Expert**

A small “Meet the Expert” lounge is being explored. If confirmed, it will allow speakers to meet informally with participants who wish to discuss their topic, project or potential collaboration in greater depth.

*Please note: the existence and operation of this space will depend on the venue’s final configuration.*

## 8. Suggested Topic Areas

Parallel sessions may address a wide range of areas, provided that the proposal aligns with the Summit theme and offers genuine value to the audience.

17. Leadership, visibility and professional development
18. Communication, advocacy and mediation
19. Entrepreneurship, investment and access to capital
20. Technology, artificial intelligence and innovation
21. Health and wellbeing
22. Sustainability and social impact
23. Creativity, careers and the future of work
24. Equality and inclusive institutions

## 9. Proposal Submission

Please include the following information in your proposal:

25. session title;
26. speaker's full name and professional role;
27. language of presentation;
28. preferred session format;
29. a brief description of the topic;
30. a short biographical note and high-resolution photograph; and
31. details of any invited guests, in the case of a conversation or joint session.

### SUBMISSION DETAILS

Deadline: 5 September 2026

Email: sara@cplevents.pt

Proposals will be considered in light of their alignment with the Summit theme, the proposed format and programme availability.

## 10. Final Speaker Checklist

32. My proposed session is clearly aligned with the Summit theme.
33. My content offers practical, intellectual or inspirational value to the audience.
34. My contribution is not a personal, institutional or commercial sales pitch.
35. I have selected the format that best suits the content and level of interaction.
36. My proposed structure fits the allocated time, including questions and answers where applicable.
37. My materials and delivery will be in English, unless another language arrangement is specifically confirmed by the organisation.
38. I have included all requested proposal information, my biography and a high-resolution photograph.

## 11. Key Dates and Contact

|                                 |                                  |
|---------------------------------|----------------------------------|
| Speaker proposal deadline       | 5 September 2026                 |
| Early Bird registration ends    | 5 September 2026                 |
| Summit dates                    | 8-10 October 2026                |
| Venue                           | Hotel do Mar, Sesimbra, Portugal |
| Speaker proposals and enquiries | sara@cplevents.pt                |

## Official Website

[Visit the G100 Leadership Summit website](#)

*We look forward to welcoming speakers whose knowledge, experience and ideas will help make the G100 Leadership Summit a space for influence, collaboration and genuine change.*