



GLOBAL HVACR WOMEN WEEK

Organiser Playbook

25–31 October 2026

Local Voices. Global Connections. One HVACR Community.

Welcome

Thank you for helping to build Global HVACR Women Week.

Whether you're hosting a small online discussion or a session within a larger conference, networking event or technical meeting, your event becomes part of a worldwide community connecting people across the HVACR sector.

There is no single way to take part. Every event is different. Every community is different.

That's exactly what makes the week special.

This Playbook isn't a rulebook. It's simply here to help you get started, give you confidence and set you up to succeed.

Every Event Matters

Some Global HVACR Women Week events may welcome hundreds of participants. Others may bring together just a handful of people.

Both matter.

What makes an event successful isn't its size. It's the conversations it starts, the relationships it builds and the opportunities it creates.





Show Up. Speak Up. Lift Others Up.

These three simple ideas are at the heart of Global HVACR Women Week.

- **Show Up** by bringing people together.
- **Speak Up** by sharing your knowledge and experiences.
- **Lift Others Up** by creating opportunities for someone else.

Every event contributes something unique to one global community.

1 • Start with a Simple Idea

Choose a topic your community genuinely cares about.

Don't overthink it.

Your session might be technical. It might focus on careers, leadership, mentoring, education or innovation. Or it might simply create an opportunity for people to meet, share experiences and learn from one another.

There is no "perfect" webinar.

The best events are usually the ones that feel authentic.

Your event could be:

- A standalone webinar
- Part of a conference
- A networking session
- A technical presentation
- A panel discussion
- A breakfast meeting
- A university or school session
- A factory open day
- A careers event

Every event adds something unique to the global programme.



2 · Invite Another Community into the Conversation

If there's one idea that captures the spirit of Global HVACR Women Week, it's this:

Invite another community into the conversation.

One of the defining features of Global HVACR Women Week is that every participating webinar includes someone from outside the organising group.

That person might come from:

- another company
- another professional association
- another country
- another university
- another part of the HVACR sector

This isn't simply about adding another speaker.

It's about creating new conversations.

Broadening perspectives.

Building friendships.

Strengthening our profession.

One invitation can become the beginning of a lasting relationship.

Need help finding someone?

If you're looking for an external guest, we'd be delighted to help.

Simply email info@worldrefrigerationday.org with a few details about your event, and we'll do our best to connect you with someone from our growing global community.

As Global HVACR Women Week develops, we'll introduce dedicated Global Guest Network and Webinar Buddy pages to make these connections even easier.

Interested in helping others?

We're also looking for volunteers to join our Global Guest Network. If you'd be happy to speak at another community's event or share your experience with others, we'd love to hear from you.

- info@worldrefrigerationday.org

3 · You're Not Doing This Alone

If this is your first webinar—or you'd simply like someone to bounce ideas around with—our Webinar Buddy Network is here to help.

A Webinar Buddy is an experienced organiser who can:

- answer questions
- share practical ideas
- help you think through your plans
- offer encouragement
- share lessons they've learned

Sometimes one short conversation is all it takes to turn uncertainty into confidence.

Request a Webinar Buddy

If you'd like support planning your event, simply email us with a few details about your webinar and we'll do our best to introduce you to an experienced organiser who can help.

- info@worldrefrigerationday.org

Could you be a Webinar Buddy?

We're also inviting experienced organisers to volunteer as Webinar Buddies and support communities taking part for the first time. If you'd like to help others feel confident about hosting an event, we'd love to hear from you.

- info@worldrefrigerationday.org

Nobody builds a community alone. That's why we're building one together.



4 • Bringing Your Event Together

A little planning goes a long way.

Don't worry about making everything perfect. A well-planned conversation is far more valuable than a perfectly polished presentation.

Timeline

- **8 weeks** — Choose your topic and decide on the format.
- **6 weeks** — Confirm your external guest. (If you don't have one yet, request a guest from the Global Guest Network now.)
- **4 weeks** — Choose your platform, confirm the date and time, and register your event.
- **3 weeks** — Begin promoting your webinar.
- **1 week** — Run a short technical check with your speakers.
- **The day before** — Send joining details and a friendly reminder.

Choosing a Platform

Zoom, Microsoft Teams and Google Meet all work well.

Free plans are often perfectly suitable for smaller events—just check participant limits and meeting duration before promoting your webinar.

Time Zones

If you're welcoming people from different countries, include both your local time and UTC.

For example:

14:00 London (13:00 UTC)

Recording

Recording your webinar allows others to benefit afterwards.

It's completely optional—but always let speakers and participants know in advance if you're planning to record, and get their consent beforehand.

Small Things That Make a Big Difference

- Turn on live captions where available.



- Use clear, simple language.
- Keep slides uncluttered.
- Leave time for questions.
- Welcome newcomers.
- Make everyone feel included.

People remember how you made them feel.

5 • Lift Others Up

One of the simplest ways to strengthen our community is to create an opportunity for someone else.

Could your webinar:

- give someone their first opportunity to speak?
- encourage students or apprentices to take part?
- invite an early-career professional onto the panel?
- recognise someone who supported your own journey?
- introduce two communities that haven't worked together before?

Small acts of encouragement often have the greatest impact.

6 • Share Your Event

Once your event is taking shape:

- Register it on the website — hvacrwomenweek.org/register
- Write a short description.
- Share your registration link.
- Use the promotional resources.
- Encourage speakers and partners to invite others.

Every event helps build one global programme.



7 • During Your Event

Relax.

Be yourself.

Welcome people warmly.

Encourage conversation.

Invite questions.

Make space for different voices.

Remember...

People rarely remember every slide.

They remember how an event made them feel.

If you're recording, remind everyone at the start and explain how the recording will be shared.

8 • Keep the Conversation Going

When your webinar ends, the connections don't have to.

Take a few moments to:

- thank your speakers and participants
- share a few photographs or highlights
- upload your recording (if available)
- stay in touch with the people you've met
- tell us how your event went — hvacrwomenweek.org/share

The week lasts seven days.

The relationships may last years.

9 • A Few Things We've Learned

- Communities grow stronger when people connect.
- Simple conversations often become lasting collaborations.



- Smaller events can be just as powerful as larger ones.
 - People value authenticity far more than perfection.
 - Sometimes the greatest success is the introduction that happens afterwards.
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✅ You've Got This!

Before you press **Start**, take one last look.

- ☐ We've chosen a topic that matters to our community.
 - ☐ We've invited another community into the conversation.
 - ☐ We've confirmed our date and time (in local time + UTC).
 - ☐ We've let speakers know if we're recording.
 - ☐ We've registered our event.
 - ☐ We've promoted it.
 - ☐ We're ready to welcome people.
 - ☐ We're ready to **Show Up. Speak Up. Lift Others Up.**
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What Does Success Look Like?

A successful Global HVACR Women Week event isn't about having the biggest audience or the most polished presentation.

It's about creating a conversation that wouldn't otherwise have happened.

A new connection.

A first introduction.

A moment of confidence.

A student finding a mentor.

Two organisations meeting for the first time.

One community discovering another.



The real measure of success isn't whether we say we're building a global community. It's whether people leave feeling they are part of one.

That's when community becomes real. — *The Global HVACR Women Week Organising Team*

Show Up.

Speak Up.

Lift Others Up.

Thank you for helping build a stronger, more connected global HVACR community.

Every event, every conversation and every new connection contributes to something much bigger than a single week.

We look forward to seeing your community join the global community during **Global HVACR Women Week – 25–31 October 2026.**

*** This Playbook will continue to evolve as our global community grows. If you have ideas or lessons learned from your event, we'd love to hear from you. Together, we'll make next year's edition even better.**