All parts to personalise marked in yellow

Dear Helen, Susie, Rachel (for Maria) and Anna,

We’re so thrilled you’re taking part in WOW - Women of the World festival. It's going to be a brilliant weekend and this talk is so key. What a marvellous chair and panel we have.

I am cc’ing your event manager Sarah Bennett in here who will look after you on the day and make sure you have everything you need beforehand, including sending you your contracts, any tech, showing slides etc.

The details are as follows:

**Levelling the Playing field**

**Saturday 12 March**

If you think you don’t care about sport - this session is for you. **Maria Toorpakai**, The Pakistani squash star who had to pretend to be a boy to get on the court; **Anna Kessel**, journalist and author of new book Eat Sweat Play: How Sport Can Change Our Lives, and **Susie Rodgers**, Paralympic triple medal winning swimmer, talk about gender imbalances, pay inequalities and sexism in sport, and how they consider their careers compared to those of men who do the exact same thing for a living.

Chaired by New Statesman Deputy Editor **Helen Lewis**.

St Paul’s Pavilion at Royal Festival Hall

11.15am - 12.15pm

The format will be as follows:

START 11:15am

11:15 – 11:20 Helen welcomes the audience, introduces herself, and introduces the panelists

11:20 - 11:40 Speakers introduce themselves, and speak to the theme for 3 – 4mins

11:40 – 12:00 Helen facilitates discussion between speakers

12:00 – 12:15pm Audience questions

END 12:15pm

Each panellist will be asked to speak for 3-4 minutes initially, putting themselves in context and speaking to the subject of the discussion from their perspective. It's not formal, more of a conversation. Notes are completely fine, there is no pressure for anything high tech or a fully written speech.

We want the talk to link the concerns in the sporting sphere to wider conversations about gender equality, and look at the specific issues related to sport. Each of you has a fantastic story to tell that illustrates this, and Anna can give a brilliant overview too. We chose Helen to chair specifically because she doesn't work in this field and will be able to guide the audience via the stories you have to tell.

*One paragraph biography and overview of what each speaker will talk about.*

You all bring really interesting, different and important aspects to the conversation and it would be great to give an audience a brief introduction to your experiences and/or work at the beginning of the talk. [Barbara Hulanicki](http://www.barbarahulanickidesign.com/about-barbara-hulanicki/) is a fashion designer and the co-founder of BIBA, which Barbara built with her late husband from a mail order company in the early sixties to a global fashion phenomenon. [Jasmin Vardimon](http://jasminvardimon.com/) is a choreographer and dancer, Artistic Director of the Jasmin Vardimon Company and an Associate Artist of Sadler’s Wells since 2006. [Sandeep Virdee](https://twitter.com/sandeepvirdee) is the Artistic Director of Indian Classical music festival Darbar. Kim Sledge is a singer in the iconic, Grammy Award nominated group [Sister Sledge](http://www.sistersledge.com/?page=About). [Kate Mosse](http://www.katemosse.co.uk/), an international best-selling author and the Co-Founder and Chair of the Board of the [Baileys Women’s Prize for Fiction](http://www.womensprizeforfiction.co.uk/), will chair.

Please feel free to reply all to this with notes, ideas and aspects you'd like to bring up or you'd like Helen to particularly concentrate on.

If you'd like to use any visuals or props (eg PowerPoint or slides) that's fine too, please be sure to tell your event manager so they can ensure the room is set up correctly for you.

My colleague Faye will be in touch to ask for your biogs and photos, so do please send them on if you haven't already - and thanks if you already have.

*You will be given a Day Pass for yourself for WOW, for the day you’re speaking on. Sarah will arrange your £75 expenses.*

Our WOW Twitter handle is @WOWtweetUK, and the hashtag is #WOWLDN if you want to Tweet about it - it would be great if you could!

And now I’ll leave you in Sarah‘s safe hands!

Best wishes,

Domino