

WELCOME TO OUT & EQUAL'S 2017 SUMMIT PRESENTER CALL

This is a Broadcast Audio call from 11:00am-12:00pm Pacific

Use speakers or headsets on your computer & turn the volume up!

Chat in questions & respond to polls during the call.

Having problems signing in?

**Go to www.readytalk.com, Join a Meeting &
use access code 6946521**

This session will be recorded & available after the series ends

OUT & EQUAL
WORKPLACE ADVOCATES

OUT & EQUAL

2017 Workshop Presenter Town Call





Isabel Porras

Associate Director,
O&E University



Kiera Jackson

Sr. Manager,
Events



Maddison LeRoy

Manager,
Communications

Isabel Porras

Associate Director of O&E University



iporras@outandequal.org

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How to Use and Share this Call

Archived: outandequal.org/event/workplacesummit/

- Reference point for
 - Workshop expectations
 - Onsite logistics
 - Media and Program App
 - Key dates & deadlines
- Share with your fellow workshop presenters

Town Call Agenda

- Workshop Slate
- Convention Center Logistics
- Workshop Best Practices
- Media/Program App
- Registration
- Housing
- Leadership Day



2017 Workplace Summit

- 90+ workshops
- 2017 Summit Tracks:
 - Allies
 - ERG/BRG
 - Global
 - Intersectional
 - Law, Policy & Benefits
 - Trans
 - General
- Program available online

Kiera Jackson

Events Senior Manager



kjackson@outandequal.org

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Penn. Convention Center

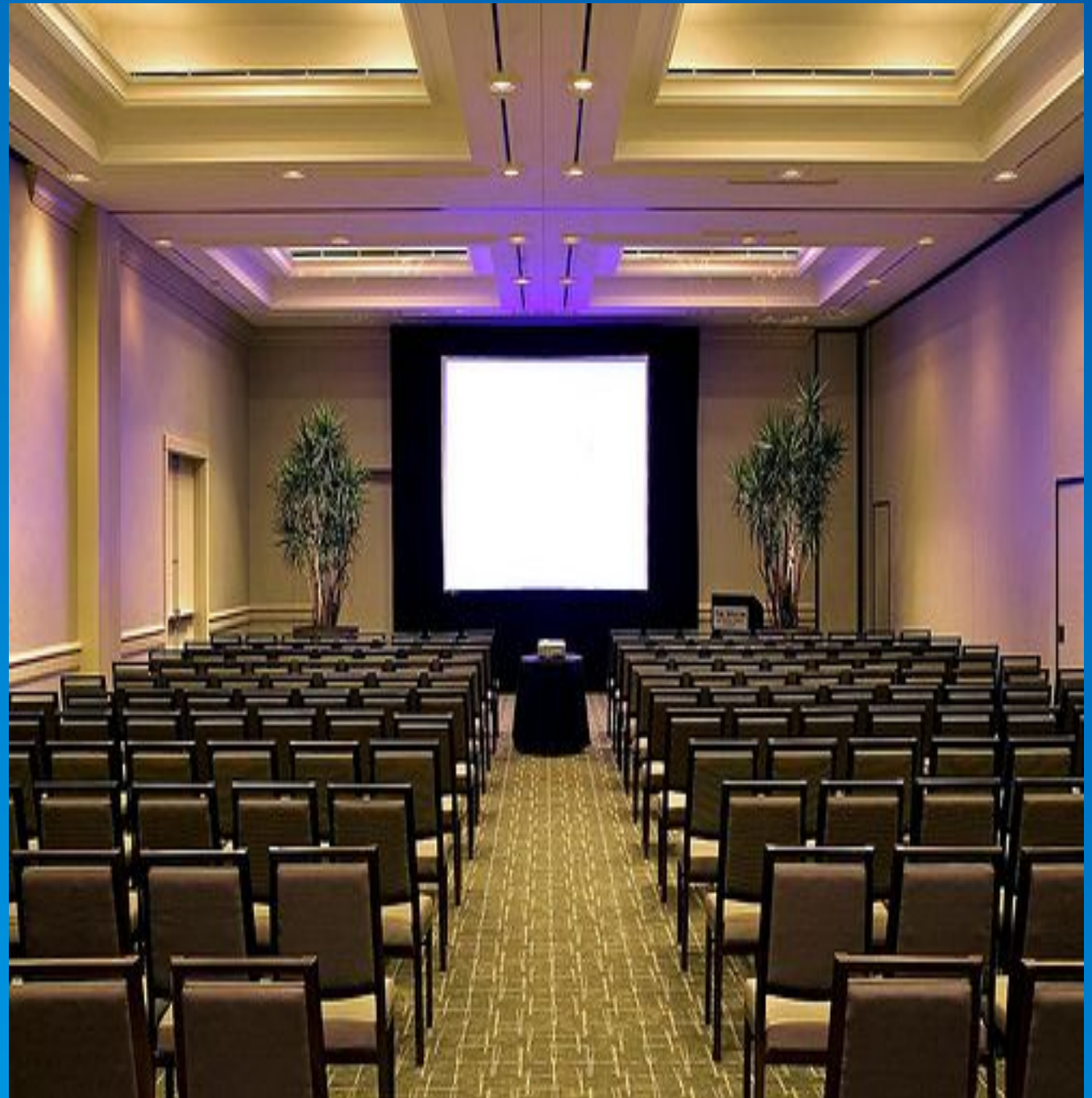


Floor Plan | 100 Level



Room Layout

- Theater Style Seating
- Round Table Seating
- Union Rules
- On-site Support



Room Equipment

Items Provided:

- Head Table
- Projector
- Screen
- LCD/wireless remote
- Power strip
- HDMI cable

Items for Presenters to Bring:

- Laptops
- Mac adapter (Mini Display Port/ DVI)

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Associate Director of O&E University



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Education Principles

- ***Commitment to Diversity.*** Out & Equal seeks to promote a diverse group of presenters and workshops that reflect the Workplace Summit audience. We seek to mirror the diversity of participants at the 2016 Summit, with special attention to the workplace experiences of people of color, transgender people, and bisexual people.

Education Principles

- ***Peer-to-Peer Education.*** The Workplace Summit is renowned for the education opportunities it provides. Our focus on peer-to-peer education, which centers those working in Fortune 1000 companies or the federal government, allows for sharing of best practices from those living and working on issues of LGBT workplace equality.

Education Principles

- ***Focus on LGBT Workplace Equality.*** While the Workplace Summit offers opportunities for networking and professional development, the bulk of the Summit is dedicated to sharing best practices in order to create and sustain LGBT-inclusive workplaces.

Workshop Best Practices

- Slide Decks
 - Any template
 - Widescreen 16:9 ratio
 - Download Summit logo
- Provide concrete, substantive takeaways
- Tailor to the audience & engage the room
- Allow ample time for discussion
- Allow a few minutes for evaluations

After Summit

- O&E University
 - Commitment to peer education
 - Upload workshop slide deck and/or handouts by **Oct. 23**
- 2018 Virtual Summit Series
 - Highlights the best of Summit
 - Reaches 300+ live

Maddison LeRoy

Communications Manager



mleRoy@outandequal.org

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Media

- Media's primary focus at Summit: Plenaries, Featured Panels
- Out & Equal does not record workshop sessions
- Announce a request for privacy in your session
- Photographers / Videographers

OE Summit Mobile App

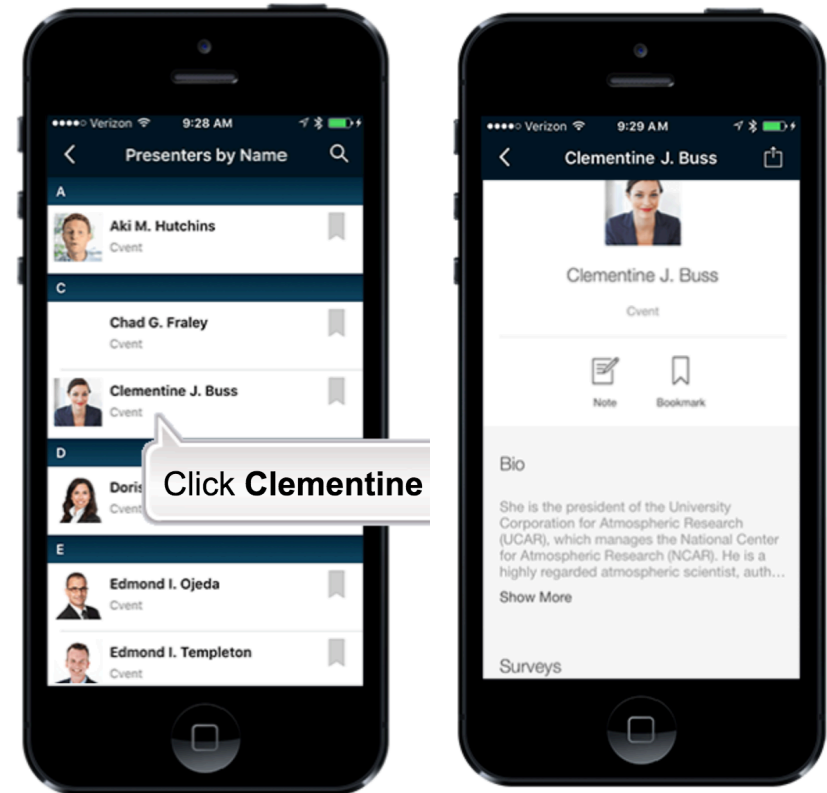
New app!



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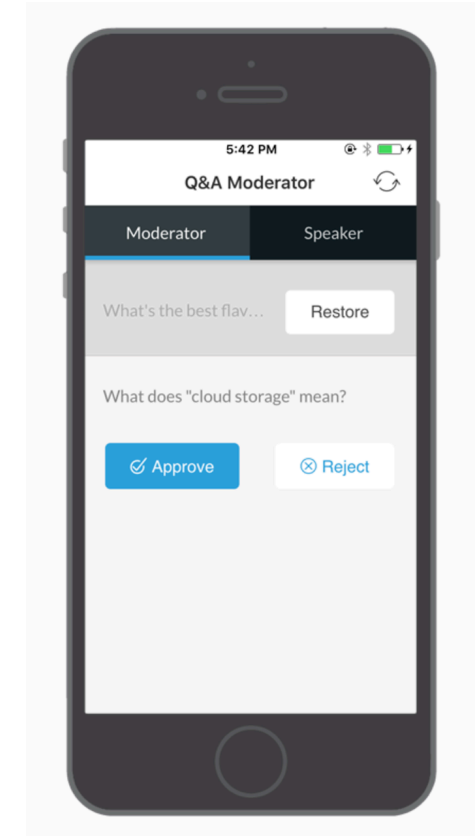
Editable Personal Profiles

- Custom personal profiles
- Add photo, bio, surveys, PDF attachments
- You will receive VIP Admin Access to edit your profile



Live Q&A

- Send and answer questions through the app in real time
- Request Q&A function by emailing: m.roy@outandequal.org
 - Name of workshop
 - Names of presenters
 - **By September 15th**
- Enabled "Speaker Access"
- Recommend having a Moderator to filter questions



Live Polls

- Data collecting / audience temperature
- Display poll on screen
- Request poll function by emailing: mleroy@outandequal.org
 - Name of workshop
 - Names of presenters
 - The poll itself
 - **By September 15th**
- Access the poll on your workshop's profile in the app
- Results from live Q&A and polls can be available after Summit



OE Summit Mobile App

Q&A / Live Poll
deadline:

September 15th



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#OutAtWork Selfies

- Video testimonies: what does it mean to be out at work to you?
- Short 60 second selfie-style videos
- Email video submissions to mleeroy@outandequal.org no later than **August 18th**
- Quiet, well-lit place to record
- Film yourself horizontally



Kiera Jackson

Events Senior Manager



kjackson@outandequal.org

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Registration

- Visit outandequal.org to register
- Registration Support (415) 694-6503
- Registration@outandequal.org

Tip #1 – Use the “Forgot Your Password” feature



Pages

[Hotel Information](#)
[Frequently Asked Questions](#)

Registration

[Login](#)

Event Information

O&E 2017
Philadelphia
Philadelphia, Pennsylvania
US

Registration Support

Toll Free
1-415-694-6503
International
[Email Registration Support](#)

O&E 2017

Not yet Registered?

[Register Now](#)

Login

If you have already registered for this event, please login below using the username and password submitted during registration.

User Name *

Password *

[Forgot your password?](#)

[Login](#)

Tip #2 – Use the same email address



Pages

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Login

[Password Retrieval](#)

Email Address *

Please enter the email address you registered with.

[Cancel](#)

[Continue](#)

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Your account has been found and your password has been reset. A temporary link  has been sent to your registered Email Address. You will be prompted to change your password after clicking on it.

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User Name *

Password *

[Forgot your password?](#)

[Login](#)

Housing Update

- Sold Out:
 - Philadelphia Marriott Downtown
 - Courtyard by Marriott Philadelphia Downtown
 - Le Meridien
 - Loews (near capacity)

Book ASAP!



1. **Philadelphia Marriot Downtown HEADQUARTERS**
1201 Market Street
2. **Aloft Hotel**
Broad & Arch Streets
3. **Courtyard by Marriott Philadelphia Downtown**
21 N. Juniper Street
4. **Hampton Inn Convention Center**
1301 Race Street

5. **Hilton Garden Inn - Philadelphia Center City**
100 Arch Street
6. **Holiday Inn Express Philadelphia Midtown**
1305 Walnut Street
7. **Home2 Suites Philadelphia Center City**
1200 Arch Street
8. **Le Meridien Philadelphia**
1421 Arch Street

9. **Loews Philadelphia Hotel**
1200 Market Street
10. **Residence Inn by Marriott Philadelphia Center City**
1 E. Penn Square
11. **Sheraton Philadelphia Downtown Hotel**
201 N 17th Street

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Leadership Day

- Presenter rate
- In-depth seminars
- Full-day and half-day options available
- Same registration process
- outandequal.org/event/workplacesummit/

Leadership Day

- **Full Day Seminars**

- Leadership Development for your ERGs Early Years
- Global Leadership in LGBT Diversity & Inclusion
- LGBT Diversity & Inclusion Leadership in the Government Sector

Leadership Day

- **Morning Session (9am-12:30pm)**
 - Leadership in BRGs and Advanced ERGs: Progressing to Greater Business Impact
 - Leadership Development for Allies and Advocates
 - LGBT Recruitment and Executive Promotion
 - Building Transgender Leadership

Leadership Day

- **Afternoon Session (1:30-5pm)**
 - Unconscious Bias
 - Developing an Ally Engagement Strategy
 - LGBT Leadership in the New Administration
 - Building Trans Culture and Policy in Your Workplace

Key Dates & Locations

Philadelphia Convention Center
1101 Arch St, Philadelphia, PA 19107

Sept. 5, 2017

Deadline to Register

Sept. 15, 2017

App Live Polling/Q&A Submission Deadline

Oct. 9, 2017

Leadership Day

Oct. 10-12, 2017

Out & Equal Workplace Summit

Oct. 23, 2017

Deadline to Upload Slide Deck/Handouts

Q&A



Thanks!

See you in Philadelphia!