



# 2019 WORKPLACE SUMMIT CALL FOR PROPOSALS

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Thank you for your work in advancing LGBTQ workplace equality in your corporation, agency, or organization! Presenters like you drive the programming at our annual Workplace Summit. We look forward to reviewing your session proposal and have developed this toolkit to guide you through our submission process.

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OCTOBER 14 - 17 | WASHINGTON DC | GAYLORD NATIONAL RESORT

# IMPORTANT DEADLINES

FEB 11

ONLINE PROPOSAL SUBMISSION OPENS

APR 12

PROPOSAL SUBMISSION DEADLINE

MAY 6

NOTIFICATION OF ACCEPTANCE / REJECTION  
OF PROPOSAL

AUG 27

WORKSHOP PRESENTER TOWN CALL

# WORKPLACE SUMMIT

## EDUCATION COMMITMENTS

- 1. 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 LGBTQ workplace equality.
- 2. Diversity & Intersectionality.** Out & Equal's goal is to create an inclusive, authentic, and educational conference environment that encourages participation from all people regardless of gender identity and expression, sexual orientation, race/ethnicity, or ability. We are particularly interested in proposals that pay special attention to the workplace experiences of people of color, transgender people, bisexuals, queer people, and people with disabilities.
- 3. Focus on LGBTQ 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 LGBTQ-inclusive workplaces.

# USING PROPOSALSPACE

## 2019 Workplace Summit Call For Proposals

### [VIEW HERE](#)

- All session proposals for the Out & Equal Workplace Summit must be submitted through our online proposal management platform, ProposalSpace.
- New submitters will be asked to create a new account— only the submitter needs an account. **Use an email you check frequently— notifications will come through ProposalSpace.**
- Be sure to collect all information before you begin! We suggest saving in a word processing file and then copying the information into the form.
- Be sure to collect speaker demographic information before submission. **Proposals without this information will be considered incomplete.** Speaker bios are optional, but welcome!

## Proposal Content

### Session Title (required)

The title should be concise and catchy to attract attendance.

Limit: 10 words | Word count: 0

### Brief Session Abstract (required)

This brief abstract appears in the Summit program and is meant to attract attendance.

Limit: 120 words | Word count: 0

Para... - [Rich Text Editor Icons]

### Please provide an expanded proposal. (required)

This information is not shared with Summit attendees. The workshop review committee uses this information to evaluate your proposal. Click on the orange question mark for more details. ?

Para... - [Rich Text Editor Icons]

### Specify 2-3 key takeaways from this session. (required)

Para... - [Rich Text Editor Icons]

### Area of Focus (at least one required)

Workshops are categorized by topic for review and programming purposes. Choose up to THREE (3) topics that best describe the content of your proposed workshop. Note: Out & Equal may adjust the areas of focus that appear in the final program.

- ☐ Allies
- ☐ Bisexual+
- ☐ ERG/BRG
- ☐ General
- ☐ Global
- ☐ Intersectionality
- ☐ Law, Policy & Benefits
- ☐ LGBTQ Marketing
- ☐ Professional Development & Executive Leadership
- ☐ Queer
- ☐ Talent Acquisition & Retention
- ☐ Transgender & Gender-expansive

# SUBMITTING A PROPOSAL

## SESSION TITLE (10 WORD MAX)

- The title should be concise and catchy to attract attendees.

## BRIEF ABSTRACT (REQUIRED)

- This brief abstract appears in the Summit program and is meant to attract attendees.

## PROVIDE AN EXPANDED PROPOSAL

- This information is not shared with Summit attendees. The workshop review committee uses this information to evaluate your proposal. In addition to specifying relevance to LGBTQ workplace inclusion, successful proposals will provide most or all of the following:

Outline of the Presentation

Method of Audience Interactivity

Explanation of Material Handouts

Background of Presenters/Organization with Subject Matter

## SPECIFY 2-3 KEY TAKEAWAYS FROM THIS SESSION

- With what new information or skillsets will someone leave this session?

## AREA OF FOCUS

- See Next Slide

# AREAS OF FOCUS

Workshops are categorized by topic for review and programming purposes. **Choose up to THREE (3) topics** that best describe the content of your proposed workshop.

**Note:** Out & Equal may adjust the areas of focus that appear in the final program.

ALLIES

BELONGING / CULTURE

BISEXUAL+

CORPORATE-COMMUNITY  
PARTNERSHIPS

ERG / BRG

GENERAL

GLOBAL

INTERSECTIONALITY

LAW & PUBLIC POLICY

LEVERAGING  
NARRATIVES

LGBTQ MARKETING

PROFESSIONAL  
DEVELOPMENT &  
EXECUTIVE LEADERSHIP

QUEER

TALENT ACQUISITION &  
RETENTION

TRANSGENDER &  
GENDER-  
NONCONFORMING

WORKPLACE  
POLICIES & BENEFITS

# SUBMITTING A PROPOSAL (CONT.)

## SELECT THE FORMAT

- See Next Slide

## SPECIFY SESSION LENGTH

- 15 Minutes (Individual Big Ideas Talk Only)
- 60 Minutes
- 90 Minutes

## SPECIFY SESSION AUDIENCE

- **Introductory:** General audience will be new to the subject matter of your workshop. Designed for newcomers to LGBTQ workplace equality and/or first-time Summit attendees.
- **Intermediate:** Audience will be familiar with the subject matter, and may already be familiar with common practices and terms. Designed for those looking for next steps to change the corporate climate.
- **Advanced:** Audience is very familiar with the subject matter and may have several years of experience dealing with these issues. Designed for those who want to create new best practices and develop next steps for the advocacy frontier.

TABLE OF CONTENTS

Proposal Content

Presenters

+ Add Presenter

Terms & Conditions

>

Print

DELETE

+ Please select the format for this session. (required)

Click the orange question mark for more information on session formats. ?

Select an a... -

+ Session Length (required)

Select an answer... -

+ Audience Level (required)

Click the orange question mark for more information on audience levels. ?

Select an... -

✔ Out & Equal assumes you will be available to present on any of the three days of the Summit, October 2-4, 2018. Please let us know if you are NOT available one of these dates: (optional)

Presenters

+ Your proposal must include at least 1 but not more than 5 presenters.

+ ADD A PRESENTER

# SESSION FORMATS

**PANEL:** Informed discussion by up to four people, moderated by a chairperson, and with time reserved for audience Q&A.

**PRESENTATION:** Review of case studies & best practices.

**WORKSHOP:** Interactive program focusing on active audience participation through hands-on activities and/or discussion.

**ROUNDTABLE DISCUSSION:** Hosted conversation on topics of common interest

**(NEW) BIG IDEAS:** 15-minute presentations featuring innovative ideas or inspirational story-telling. (Submit a group of talks or an extended talk as one 60-min session, or an individual talk for 15-min)



# SUBMITTING PRESENTER INFO

## Presenters

✔ Your proposal must include at least 1 but not more than 5 presenters.



Isabel Porras

### ✔ Name (required)

The person's name exactly as you would like it to appear in your proposal

Isabel Porras

### ✔ Organization (required)

The person's organization as you would like it to appear in your proposal

Out & Equal Workplace Advocates

### ✖ Job Title (required)

### ✖ Email Address (required)

### ✔ Speaker Bio (50 word max) (optional)

Limit: 50 words | Word count: 0

### Demographic Information

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 2017 Workplace Summit, with special attention to the workplace experiences of people of color, transgender people, bisexuals, and queer people.

### ✖ Sexual Orientation (required)

Select an answer...

### ✖ Race/Ethnicity (required)

Select an answer...

### ✖ Gender Identity (required)

Select an answer...

### ✖ Does the speaker identify as transgender? (at least one required)

- ☐ Yes
- ☐ No

### ✖ Is the speaker a veteran of the US Armed Forces? (at least one required)

- ☐ Yes
- ☐ No

### ✔ Out & Equal is committed to inclusion & diversity in all aspects. Please tell us what accommodation you require: (optional)

➕ ADD ANOTHER PRESENTER

Out & Equal seeks to promote a diverse group of presenters and workshops that reflect the Workplace Summit audience. We seek to exceed the diversity of participants at the 2018 Workplace Summit, with special attention to the workplace experiences of people of color, transgender people, bisexuals, queer people, and people with disabilities.

Your proposal must include **at least 1 but not more than 5 presenters**. Submit information for each presenter separately. Workshop proposals that include information about everyone involved in leading the session are better positioned to be accepted.

## PRESENTER INFORMATION

- Name
- Organization
- Job Title
- Email Address
- Speaker Bio (Optional; 50 Word Max)

## DEMOGRAPHIC INFORMATION

- Sexual Orientation
- Race / Ethnicity
- Gender Identity
- Does the speaker identify as transgender?
- Is the Speaker a Veteran of the Armed Forces
- Will the speaker require accessibility accommodation?

# TIPS FOR A SUCCESSFUL PROPOSAL

Out & Equal is committed to highlighting innovative, peer-to-peer education that showcases best practices in LGBTQ workplace equality. In order to maximize the chances of your session being accepted, keep the following in mind:

- 1. Relate Content to Workplace Equality.** There are a very limited number of openings for workshops geared toward professional development. Your proposal will have a stronger chance of acceptance if it relates directly to LGBTQ diversity & inclusion within the business sector and government.
- 2. Provide Concrete, Substantive Takeaways.** Proposals that clearly articulate takeaways have a much higher acceptance rate. A reviewer should be able to quickly understand what a participant would gain from attending your session.
- 3. Consider Including a Handout or Other Collateral.** Highly-rated workshops usually include a handout or other supplementary materials.
- 4. Include Diverse Voices.** The strongest workshops include voices and perspectives from more than one viewpoint. Given the diversity of experiences within the LGBTQ community, we are particularly interested in the workplace experiences of people of color, transgender people, bisexuals, queer people, and people with disabilities.
- 5. Present a New Workshop.** Consider proposing something that has not been previously offered at Summit. If submitting a previous proposal, be sure to edit the proposal to reflect updates, changes in takeaways, etc.
- 6. Present Dynamically.** While most sessions are submitted as panels, we encourage you to be creative and consider alternatives such as a lecture, workshop, debate, roundtable, Leveraging Narratives session, or other format.

# SPECIAL CALL FOR LEADERSHIP DAY

OCTOBER 14, 2019 |  
WASHINGTON DC

- Leadership Day is a full day of in-depth sessions focused on LGBTQ workplace equality best practices, prior to the Workplace Summit. These half-day sessions are peer-led and provide sufficient time for sharing insights, along with critical discussions and hands-on activities.
- Whether you have previously workshopped a topic and are ready to go beyond a 90-minute overview, or have a particular initiative or program you wish to highlight as a case study, **we invite you to email a brief paragraph outlining your proposed session to [university@outandequal.org](mailto:university@outandequal.org)**
- We are especially, but not exclusively, interested in:
  - ▶ LGBTQ Marketing (Case Studies, Advanced Examples, Global Marketing, ERG Involvement in Marketing, etc)
  - ▶ ERGs (Launching an ERG, Global ERGs, Managing Virtual ERGs, Advanced BRG Issues)
  - ▶ LGBTQ Inclusion in Government Agencies
  - ▶ LGBTQ Workplace Inclusion in Latin America (Can Be Regional or Country-Specific)
  - ▶ LGBTQ Workplace Inclusion in South Asia (Can Be Regional or Country-Specific)
  - ▶ LGBTQ Workplace in East and Southeast Asia (Can Be Regional or Country-Specific)
  - ▶ Talent Acquisition, Retention, Promotion
  - ▶ Corporate Activism and Advocacy

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If you have questions about the  
workshop submission process,  
please email  
**[university@outandequal.org](mailto:university@outandequal.org)**

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# HELP SHAPE THE WORKPLACE SUMMIT

We are actively seeking to increase the diversity of our attendees and speakers through our call for proposals. Here are some ways you can help us build a more inclusive Summit:

**Forward** this CFP to relevant ERGs and stakeholders with the message that we are looking for a diverse speaker roster

**Suggest** to potential speakers that they submit a proposal for Summit

**Organize** public-speaking training and practice events at your company

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