

# 2009 Out & Equal Workplace Summit Orlando, Florida October 6-9

## CALL FOR WORKSHOP PROPOSALS

**Deadline: May 1, 2009**

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### About the Summit

The **Out & Equal Workplace Summit** is the nation's preeminent conference addressing lesbian, gay, bisexual, and transgender (LGBT) issues in the workplace.

Out & Equal's annual Summit offers the chance to unite and share the information needed to advance LGBT workplace equality. Now more than ever, Out & Equal workshops are invaluable tools to keep pace with the multitude of changes happening around us and in the workplace.

The mission of the 2009 Summit is to bring together LGBT employees, human resources and diversity professionals, employee resource group (ERG) leaders, organizational leaders, and others who are working to create safe and equitable work environments for LGBT people.

In addition to workshops, the Summit includes well-known plenary speakers, networking receptions, the annual Out & Equal Workplace Awards Dinner, issue-specific caucus sessions, and great entertainment. In 2009, we anticipate attendance of over 2,500 people representing more than 200 companies and organizations from all over the world.

### Why Present a Workshop?

- ▼ Teach and interact with hundreds of workplace leaders from around the nation and the world, representing dozens of top companies and organizations
- ▼ Showcase your organization's best practices
- ▼ Be recognized as a leader in advancing workplace equality
- ▼ Receive a 33% discount off a regular three-day Summit registration

# Types of Workshops

- ! **90 MINUTE WORKSHOPS:** Over the course of three days, more than 100 traditional workshops will provide the necessary information and resources to address the multitude of changes happening in the workplace. Led by a dedicated corps of expert volunteer presenters, these workshops range from advanced cutting-edge topics to broad introductions intended to enlighten newcomers.
  - ! Five sessions of 90 minute workshops; no more than 15 workshops per session
  
- ! **NEW FOR 2009! 150 MINUTE INTENSIVE WORKSHOPS:** To provide a comprehensive look into the timeliest and most pressing workplace equality issues, Out & Equal will expand a workshop session to allow for 150 minutes of intensive dialogue, group work, and thought leadership. Previous years' workshops with extraordinarily high evaluation scores and seasoned facilitators will qualify for these limited opportunities.
  - ! Thursday, October 8<sup>th</sup> during Session 3 from 10:00AM - 12:30PM
  
- ! **TUESDAY LEADERSHIP SEMINARS:** On Tuesday, October 6<sup>th</sup>, Out & Equal will host several Leadership Seminars specially designed to explore topics in-depth and jump-start your brain for the following three. Leadership Seminars are NOT included in a three-day Summit registration. The \$100 – \$195 registration fee for a Seminar includes lunch, however.

## Submitting a Proposal

**Proposals must be submitted on line no later than May 1, 2009.**

Our proposal submissions are paperless and online, and must be completed in one sitting. To submit a proposal, please go to the Out & Equal website, [www.outandequal.org/2009-summit-workshops](http://www.outandequal.org/2009-summit-workshops), and click on the link "Submit a Workshop Proposal." Notifications regarding workshop selection will begin **June 29, 2009**.

Once you begin to complete the online form, you will not have the option of saving or returning to your proposal. Before opening our online workshop submission form, please be prepared with the following materials:

Name/contact information of all presenters

In the printed program we will print your name, title, organization, and (if requested) email or phone number.

We also ask you to submit a brief bio describing your professional credentials.

Workshop title and 50-75 word description

Titles and descriptions will appear in public printed materials and online. They must be written to provide a concise description of what participants should expect. These may be edited for style and tone.

Abstract & Objectives

This information is reviewed by the Workshop Committee and will not be made public. Please provide a complete description of the workshop content, materials/handouts to be provided, and teaching objectives.

Answers to questions about your ideal audience, such as: size, experience level, professional roles, and interests

Other questions will deal with specific topic areas addressed in the workshop

A list of materials you will need provided on-site (i.e., LCD projector, flip charts)

## Expectations

- ! Presenters are expected to register for and attend the 2009 Out & Equal Workplace Summit. Although we would like to cover presenters' expenses for the Summit, as a nonprofit organization, we cannot.
  - ! Up to four presenters per workshop qualify for a 33% discount off regularly priced three-day registrations. Information on how to register at the special presenter price will be sent after proposals are accepted.
  - ! Presenters are expected to cover their own costs for travel, lodging, meals (outside those provided as part of Summit registration), and workshop materials (handouts, etc.).
- ! Out & Equal understands that workshop presenters will retain copyright and intellectual property rights to all materials presented at the Summit.
  - ! However, Out & Equal Workplace Advocates requires permission to collect your presentation slides and handouts for historical record and to be made available (with proper attribution) on our website for ongoing educational purposes, as well as your permission to make audio, video, and photographic recordings of your workshop for historical record and educational purposes.
  - ! Please be aware that members of the media may be present at any and all workshops.
  - ! All materials presented in the workshops are proprietary to the presenter and may not be used for commercial gain by any other presenter or participant, nor may they be used without proper attribution. Presenters and registrants will be required to acknowledge and agree to this.
- ! Presenters are expected to be prepared and well-versed in the subjects they propose to teach. Executives, HR and diversity professionals, employee leaders, educators, and anyone committed to LGBT workplace equality are encouraged to submit proposals.
- ! We anticipate audiences of 50 to 200 participants for each workshop. Plan your time to allow for presentation, Q&A, audience participation and completion of the feedback form.
- ! Presenters are responsible for supplying handouts to be used during their workshops discussions. Out & Equal has made a commitment to a more environmentally friendly Summit, and asks presenters to "think green" when making decisions about handouts and materials. We encourage presenters to utilize the Out & Equal Professional Network, an online networking space unique to Out & Equal, to distribute supplemental materials and continue conversations before and after the Summit.

## Audience

The Summit brings together LGBT employees, human resources and diversity professionals, employee resource group (ERG) leaders, organizational leaders and allies from a variety of organizational environments. Workshops can also target specialty audiences, addressing issues specific to people of color, transgender persons, allies, gay men, lesbians, bisexual people, public sector employees, or other defined subsets of the diverse workplace community. Our audience includes newcomers to the workplace and the issues of LGBT workplace equality as well as long-time participants with an advanced knowledge of the issues at hand.

Out & Equal is deeply committed to providing access to all. Presenters are expected to recognize that attendees with disabilities may move, learn, listen, speak, or behave differently and their contributions to workshops are valued. Providing presentations in large print, using your microphone, and starting your presentation with a group needs assessment (early on ask if the space is working for your audience, enquire if lighting, seating, temperature, etc...) will ensure you are not creating barriers for involvement.

# Content

What kinds of workshops are we looking for?

The objective of the Summit's workshop offerings is to address the evolving learning needs of our participants. In 2009, we are seeking proposals and will give preference to the following topics:

- ! General **professional and leadership skills**
- ! Workshops focused on the use of **technology** as a means of networking with other professionals or advancing LGBT workplace equality both within organizations and the larger community
- ! **Introductory workshops on LGBT workplace issues** targeted to HR professionals and allies who are seeking basic knowledge
- ! Workshops that **focus on transgender issues**
- ! Topics that highlight the experience of **LGBT people of color** in the workplace
- ! Workshops focused on **ERG development and best practices**
- ! **LGBT leadership skills** including lessons in social and professional activism
- ! **HIV/AIDS** in the workplace
- ! **Aging and generational** differences and trends in the LGBT workforce
- ! **International** LGBT workplace issues
- ! Coming out and activism as **allies**
- ! Workshops that address **bisexuality in the workplace**
- ! Responsibilities and challenges for **senior executives**
- ! LGBT issues in **media and advertising**
- ! Challenges or training for **ERG leaders**
- ! Being out in the **public sector and/or higher education**
- ! Challenges for **labor or blue-collar** LGBT employees
- ! Connecting LGBT workplace issues to the **marketplace and/or the community**

## Other Considerations:

Participants have expressed a desire for “how to” or concrete action plans from presenters, and interesting field experts who inspire and engage participants in their topic. We will be giving preference to workshop proposals that also take into account these factors:

- ! **Inter-company partnerships** offering powerful advice from experts in different fields or companies
- ! **Modeling diversity** in race, gender, gender expression, sexual orientation, age, background, ability, and other factors in the presenter list
- ! **Experienced teachers or trainers** with high levels of expertise
- ! Workshop outlines that include **interactive exercises** and **practical take-away knowledge** for participants
- ! Participants have expressed a preference for **handouts or supplemental materials**

## What to Avoid

Participants in the Out & Equal Workplace Summit are overwhelmingly qualified and experienced professionals who come to the Summit with certain expectations of the experience. The following are things to avoid when putting together workshop proposals:

- ! Using workshops primarily as a **marketing tool** to recruit new business or to promote your company to others
- ! **Unprofessional or inappropriate topics** for the workplace
- ! Incredibly **dense presentations** that don't leave time for questions and answers
- ! **Unrehearsed presentations** that stray from the main topic and run short on time
- ! Workshops which **differ from their printed descriptions** in significant ways
- ! **Misleading experience level** requirements of participants, *especially* when a workshop is labeled advanced or intermediate and spends time on basic or beginner training

## For More Information

If you want to submit a proposal to present at the 2009 Out & Equal Workplace Summit and would like some assistance in refining your topic area, the Workshops Committee can provide you with some coaching and guidance. For specific questions about a proposal, please email [summit@outandequal.org](mailto:summit@outandequal.org) or call (415) 694-6500.



Welcome to Out & Equal's 2009 Workshop Proposal application. Because the entire workshop application must be completed in one sitting, Out & Equal highly recommends downloading the questions from our web site, [www.outandequal.org](http://www.outandequal.org), and preparing your responses before completing this on line form. Unfortunately, the system does not allow users to save an application in progress or make edits once the application has been submitted. Please read each question carefully before answering. All questions must be answered before we will evaluate your proposal for inclusion in the 2009 Out & Equal Summit in Orlando, Florida.

## 2009 Out & Equal Workplace Summit Workshop Application

### Agreements

#### Understanding of Purpose

I have read the call for proposals guidelines and understand the nature and purpose of the Out & Equal Workplace Summit; including

- the primary focus of the Summit is on issues of LGBT workplace equality,
- workshops are meant as educational sessions for professionals and not marketing for your company or organization,
- workshop presenters are volunteering their time and will not be financially compensated, and
- I agree to abide by the guidelines and expectations laid out by Out & Equal Workplace Advocates?

I agree

Out & Equal has my permission to make audio, video and photographic recordings of my presentation at the conference for historical record and as an educational resource to attendees?

Audio and visual recordings of workshops may be sold to attendees as CDs, or may provided to consitutents through [www.outandequal.org](http://www.outandequal.org)

I agree

As a presenter, I will provide copies of my presentation materials which will be made publicly available on the Out & Equal website.

Out & Equal collects copies of presentation materials and PowerPoint slides for educational purposes and historical archives. These are used internally by Out & Equal and are placed on our website ([www.outandequal.org](http://www.outandequal.org)) for general public education.

I agree

Out & Equal is deeply committed to providing access to all professionals. We encourage presenters to recognize that attendees with disabilities may move, learn, listen, speak, or behave differently and their contributions to workshops are meaningful and valued.

I agree to work towards full inclusion and not create barriers for attendee involvement.

## 2009 Out & Equal Workplace Summit Workshop Application

### General Information

Is your proposal for a traditional 90 minute or intensive 150 minute workshop?

Please choose one type per submission. You are welcome to submit another proposal for an expanded version of your original proposal; be sure to detail the differences.

Traditional 90 minute workshop

Intensive 150 minute workshop

#### Workshop Title

A short, descriptive and engaging title will capture the interest of participants. Please limit your title to 100 characters or less (approx. 10-15 words).

#### Workshop Description

Please supply a 50 to 75 word description of your workshop as you would like to see it appear online and in printed materials. This should be written to provide a concise description of what participants should expect. This is also your "ad" - your chance to sell the workshop to participants. Out & Equal may edit this material to match the style and tone of the 2009 Out & Equal Workplace Summit.

Please indicate your primary target audience for this workshop.

Employee Resource Group members

HR and Diversity Professionals

General Audience

Organizational leadership (Executives/Management)

LGBT Community Leaders

Health Care and Pharmaceutical Professionals

Finance and Accounting Professionals

Government and Higher Education Professionals

Engineering and Aerospace Professionals

Other (please specify)

Please indicate the experience level of your ideal audience for this workshop.

**Beginner** - the general audience will be new to the subject matter of your workshop.

**Intermediate** - the audience will already be familiar with the subject matter of your workshop, they will already be familiar with common practices and terminology.

**Advanced** - the audience is very familiar with the general subject matter and has several years experience dealing with the issues relevant to your topic.

Beginner

Intermediate

Advanced

## 2009 Out & Equal Workplace Summit Workshop Application

### Primary Workshop Contact

Who is the person we should contact if we have questions about this application? This person is not necessarily a workshop presenter but will be the recipient of all communications regarding this proposal.

Name

Title

Organization

Email

Work Phone

Home Phone

Cellular

Fax

SAMPLE

## 2009 Out & Equal Workplace Summit Workshop Application

### Workshop Details

Provide a short narrative description of what will occur in the workshop.

Please include:

- Topics covered
- Presentation strategies used (i.e. lecture, panel discussion, review of case studies, etc)
- Whether there be handout materials

(Limit 300 words)

Please describe the value of this workshop.

What will participants walk away with? Why is it important that this workshop be a part of the 2009 Out & Equal Workplace Summit?

(Limit 300 words)

Which of the following topics are primary topics for your workshop.

If a topic may come up, but is not a main focus of your presentation, please do not select it. This question is about the subject of your workshop and not the intended audience.

This workshop will focus on issues about (select all topics that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Ability and Ableism                               | <input type="checkbox"/> Government/Politics   | <input type="checkbox"/> Non-LGBT Allies                     |
| <input type="checkbox"/> Age (i.e. aging, generational differences, youth) | <input type="checkbox"/> Government/Public Workplaces  | <input type="checkbox"/> Nonprofit Workplaces                |
| <input type="checkbox"/> Bisexuality                                       | <input type="checkbox"/> HIV/AIDS  | <input type="checkbox"/> People of Color                     |
| <input type="checkbox"/> Blue-Collar or Customer-Facing Employment         | <input type="checkbox"/> Human Resources   | <input type="checkbox"/> Recruiting                          |
| <input type="checkbox"/> College/Higher Education Workplaces               | <input type="checkbox"/> International (non-U.S.) Focus  | <input type="checkbox"/> Religion and the Workplace          |
| <input type="checkbox"/> Employee Resource Group Best Practices            | <input type="checkbox"/> Labor and Union Issues  | <input type="checkbox"/> Skill Development for Professionals |
| <input type="checkbox"/> Employee Resource Group Development               | <input type="checkbox"/> LGBT Community Service & Involvement (i.e. nonprofit sponsorship, volunteering) | <input type="checkbox"/> Supplier Diversity                  |
| <input type="checkbox"/> Employee Resource Group Leadership                | <input type="checkbox"/> LGBT Leadership Skills  | <input type="checkbox"/> Technology                          |
| <input type="checkbox"/> Executive Management                              | <input type="checkbox"/> Marketing/Communications  | <input type="checkbox"/> Transgender issues                  |
| <input type="checkbox"/> Families (i.e. adoption, benefits)                | <input type="checkbox"/> Marriage Equality/Civil Unions  | <input type="checkbox"/> Women                               |

Other (please specify)

**Ideal Audience Size**

- Under 50
- 50-100
- 100-200
- 200+
- Any audience size

**AV/Media Equipment**

All rooms will be equipped with one lavalier, one podium, and one table top microphone. Panels of four or more will automatically receive additional table top microphones.

Please indicate which of these additional items you will require. Check all that apply.

- AV/Media Equipment
- Flip chart, marking pens, tape
- LCD projector (for PowerPoint Presentations and/or DVD Projection)

Presenters must provide their own laptop computers

Other (please specify)

**Physical Accommodations**

Out & Equal is committed to inclusion and diversity in all aspects. Please tell us if there are any special accommodations you may require because of physical abilities.

\* Out & Equal reminds all presenters to consider the physical abilities of participants when preparing your presentation and handout materials.

Out & Equal assumes you will be available on any of the three days of the Summit. Please mark any times you are NOT available to present.

	Morning	Afternoon
Wednesday	<input type="checkbox"/> Wednesday Morning	<input type="checkbox"/> Afternoon
Thursday	<input type="checkbox"/> Thursday Morning	<input type="checkbox"/> Afternoon
Friday	<input type="checkbox"/> Friday Morning	<input type="checkbox"/> Afternoon

**Has this workshop been presented before?**

- Yes
- No

If yes, please indicate where and when it was most recently offered.

## 2009 Out & Equal Workplace Summit Workshop Application

### Workshop Presenters

Workshops may have any number of presenters. Out & Equal encourages you to model diversity in the selection of panelists for your workshop. We have provided space for you to tell us about up to 4 presenters. If you have more than 4 presenters, please fill out this section for each presenter.

#### Presenter/Moderator Information

Name	<input type="text"/>
Professional Title	<input type="text"/>
Company/Workplace	<input type="text"/>
Email	<input type="text"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Cellular	<input type="text"/>
Fax	<input type="text"/>

#### Race/ Ethnicity (select all that apply)

<input type="checkbox"/> African American/Black	<input type="checkbox"/> Latino/Latina/Hispanic	<input type="checkbox"/> Unknown
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Native American	<input type="checkbox"/> Other, please specify
<input type="checkbox"/> Caucasian/White	<input type="checkbox"/> Prefer not to say	
Other (please specify) <input type="text"/>		

#### Sexual Orientation

<input checked="" type="checkbox"/> Gay	<input checked="" type="checkbox"/> Straight/Heterosexual	<input checked="" type="checkbox"/> Prefer not to say
<input checked="" type="checkbox"/> Lesbian	<input checked="" type="checkbox"/> Queer	<input checked="" type="checkbox"/> Unknown
<input checked="" type="checkbox"/> Bisexual	<input checked="" type="checkbox"/> Asexual	
Other (please specify) <input type="text"/>		

#### Gender Identity (select all that apply)

<input type="checkbox"/> Male (Cisgender)	<input type="checkbox"/> Transgender (MTF)	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Female (Cisgender)	<input type="checkbox"/> Intersex	<input type="checkbox"/> Unknown
<input type="checkbox"/> Transgender (FTM)	<input type="checkbox"/> Nonidentified	
Other (please specify) <input type="text"/>		

Please provide a professional biography of the presenter.