



2018 WORKPLACE SUMMIT CALL FOR PROPOSALS

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

IMPORTANT DEADLINES

MARCH 22 ONLINE PROPOSAL SUBMISSION OPENS

MAY 18 PROPOSAL SUBMISSION DEADLINE

**JUNE 11 NOTIFICATION OF ACCEPTANCE/REJECTION
OF PROPOSALS**

AUGUST 16 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 LGBT 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, and queer people.
3. **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.

TIPS FOR A SUCCESSFUL PROPOSAL

Out & Equal is committed to highlighting innovative, peer-to-peer education that showcases best practices in LGBT 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 diversity & inclusion within the LGBT community and business sector.
2. **Provide concrete, substantive takeaways.** Highly rated workshops usually include a handout or other supplementary materials. Proposals that clearly articulate takeaways have a much higher acceptance rate.
3. **Include diverse voices.** The strongest workshops include voices and perspectives from more than one viewpoint. 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.
4. **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.
5. **Present dynamically.** While most workshops are best formatted as a panel, others can be presented as a lecture, debate, roundtable or other format.

USING PROPOSALSPACE

2018 Workplace Summit Call for Proposals (ProposalSpace)

<https://proposalspace.com/calls/d/859>

- You 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. 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 words max)

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

Brief Session Abstract (required)

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

Please 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
- ▶ clear audience takeaways
- ▶ method of audience interactivity
- ▶ explanation of material handouts
- ▶ background of presenters/organization with subject matter

Specify 2-3 key takeaways from this session.

Areas 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

Bisexual+

ERG/BRG

General

Global

Intersectionality

Law, Policy & Benefits

LGBTQ Marketing

Professional Development & Executive Leadership

Queer

Talent Acquisition & Retention

Transgender & Gender-Expansive

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

SUBMITTING A PROPOSAL, CONT.

Select the format

- See next slide.

Specify session length

- ▶ 15 minutes (individual TED-like talk)
- ▶ 30 minutes
- ▶ 60 minutes
- ▶ 90 minutes

Specify audience level

- **Introductory:** General audience will be new to the subject matter of your workshop. Designed for newcomers to LGBTQ workplace equality.
- **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.



SESSION FORMATS

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

Presentation: 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! TED-like talk: 15-minute presentations featuring innovative ideas or inspirational story-telling. (Submit a group of talks as one 60-min session, or an individual talk for 15-min)

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...

🔴 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

SUBMITTING PRESENTER INFO

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.

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 (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 accommodation?



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:

- **Recommend** appropriate speakers for featured panels
- **Forward** our 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