

# 2020 LGBTQI+ BRAZIL FORUM CALL FOR PROPOSALS

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Thank you for your work in advancing LGBTQI+ workplace equality in your corporation or organization in Brazil! Workshop presenters drive the programming at our Brazil Forum and we are using a Call for Proposals system to select the most interesting and thought-provoking presentations. We look forward to reviewing your workshop proposal and have developed this toolkit to guide you through our submission process.

# IMPORTANT DEADLINES

DEC 2, 2019

ONLINE PROPOSAL SUBMISSION OPENS

JAN 19, 2020

PROPOSAL SUBMISSION DEADLINE

JAN 31, 2020

NOTIFICATION OF ACCEPTANCE/REJECTION OF PROPOSALS

# TIPS FOR A SUCCESSFUL PROPOSAL

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

1. **Relate content to workplace inclusion.** Your proposal will have a stronger chance of acceptance if it relates directly to diversity & inclusion within the LGBTQI+ 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 the community, 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 the Brazil Forum or in other similar events.
5. **Present dynamically.** We encourage you to think outside the box when it comes to format. Aside from the typical panel, think about proposing an interactive workshop, debate, or other format.



# PROPOSAL PROCESS

## 2020 Brazil Forum Call for Proposals

[See the applicaiton here](#)

- You will be asked to submit your proposal in a survey form via AirTable.
- Be sure to collect all information before you begin! We suggest saving it in a word processing file and then copying the information into the form.
- Be sure to collect speaker demographic information before submission. Speaker photos and bios are required! If accepted, the photos and bios may be used in promotional materials.

**The next few slides will walk you through the online form, step-by-step.**

# SUBMITTING A PROPOSAL

Step-by-step guide to the online application

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## Session Title (10 words max)

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

## Brief Session Abstract (80 words max)

- This brief abstract appears online and in the Forum program book and is meant to attract attendance.

## Please provide an expanded proposal. (400 words max)

- 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 LGBTQI+ 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

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Specify 2-3 key takeaways from this session.

- Please provide 2-3 concrete, substantive takeaways that participants will walk away with

## 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. The topics are:

- ▶ Allies
- ▶ Bisexual+/Queer
- ▶ Corporate Advocacy
- ▶ Corporate-Community Partnerships
- ▶ ERG/BRG
- ▶ Intersectionality
- ▶ Law & Public Policy
- ▶ Executive Leadership
- ▶ Talent Acquisition & Retention
- ▶ Transgender & Gender-Expansive
- ▶ Intersex
- ▶ Workplace Policies & Benefits

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## Select the format

**Panel:** Informed discussion by up to four people, moderated by a chairperson, and with time reserved for audience Q&A. 75-minute session including Q&A.

**Presentation:** Case studies & best practices. 75-minute session including Q&A.

**Workshop:** **Interactive** program focusing on **active audience participation** through hands-on activities in small or large groups. 75-minute session including Q&A.

**Roundtable Discussion:** Open, lightly facilitated conversation among the audience and presenter(s), unlike a more rigidly structured Panel or Presentation formats. 75-minute session including Q&A.

**TED-like talk:** Continued on next page.

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## Select the format (cont.)

**TED-like talk:** This is a shorter format (15 minutes) in which the presenter should concisely present new, surprising or exciting ideas, or tell an engaging and inspiring story about inclusion. We recommend only **one presenter** for this format.

In total, 4 people will be selected and will have **15 minutes** each to present their TED-like talks successively. We do not guarantee time for audience Q&A.



# SUBMITTING A PROPOSAL

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## Specify session length

- 15 minutes (individual TED-like talk)
- 75 minutes

## Specify audience level

- **Introductory:** General audience will be new to the subject matter of your workshop. Designed for newcomers to LGBTQI+ 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 has multiple 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.

# SUBMITTING PRESENTER INFO

Step-by-step guide to the online application

Out & Equal seeks to promote a diverse group of presenters and workshops that reflect the Brazil Forum audience and the broader community, 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?
- Does the speaker identify as intersex?
- Will the speaker require accommodation?

# HELP SHAPE THE BRAZIL FORUM!

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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 Brazil Forum:

- **Recommend** appropriate speakers for featured panels
- **Forward** our Call for Proposals 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 the Brazil Forum
- **Organize** public-speaking training and practice events at your company