

OUT & EQUAL WORKPLACE ADVOCATES

WORKPLACE SUMMIT

[FROM WHEREVER YOU WORK]
OCTOBER 5 - 9, 2020

CALL FOR PROPOSALS



IMPORTANT DEADLINES

- APRIL 30** Online Proposal Submission Opens
- JUNE 12** Proposal Submission Deadline
- JULY 6** Notification of Acceptance/Rejection
- AUGUST 27** Workshop Presenter Town Call



WORKPLACE SUMMIT EDUCATION COMMITMENTS

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.

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. Proposals with multiple speakers should strive to include a diverse array of voices.

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 PROPOSAL SPACE

2020 WORKPLACE SUMMIT CALL FOR PROPOSALS

[CLICK 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 person submitting 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 and may not be reviewed.



SUBMITTING A PROPOSAL

SESSION TITLE

10 WORDS MAX

The title should be concise and catchy to attract attendees.

BRIEF SESSION ABSTRACT

(REQUIRED)

This brief abstract appears in the Summit program, app, and website. Tell attendees what your session is about, and what they can get out of the experience.

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

SPECIFIC 2-3 TAKEAWAYS FROM THIS SESSION

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

AREAS OF FOCUS

See next page.



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	INTERSECTIONALITY	QUEER
BELONGING/ CULTURE	LAW & PUBLIC POLICY	TALENT ACQUISITION & RETENTION
BISEXUAL+	LEVERAGING NARRATIVES	TRANSGENDER & GENDER-NONCONFORMING
CORPORATE-COMMUNITY PARTNERSHIPS	LGBTQ MARKETING	WORKPLACE POLICIES & BENEFITS
ERG/BRG	PROFESSIONAL	
GENERAL	DEVELOPMENT & EXECUTIVE LEADERSHIP	
GLOBAL		



SUBMITTING A PROPOSAL CONT.

SESSION STYLE

While the 2020 Summit will be virtual, we are planning for a mix of session styles, that include pre-recorded content and different modes for interactive learning. Consider the best venue for your session type. Roundtables and sessions with audience interactivity should be live. Presentations may be pre-recorded but note that speakers will be asked to participate in Q&A with Summit attendees.

SESSION FORMAT

See next page.

SESSION LENGTH

Options range from 15-90-minute sessions. Consider the best time frame for your session: talks should run around 15 minutes, while roundtables should be at least 45-minutes in order to encourage dialogue.

SPECIFY AUDIENCE LEVEL

- **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.



SESSION FORMATS

PANEL

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

PRESENTATION

In-depth examination of an issue; review of case studies & best practices.

**ROUNDTABLE
DISCUSSION**

Hosted conversation on topics of common interest.

TALK

Innovative ideas or inspirational storytelling (limited to one speaker).

WORKSHOP

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



SUBMITTING PRESENTER INFO

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 2019 Workplace Summit, with special attention to the workplace experiences of LGBTQ people of color, transgender and gender-nonconforming people, bisexuals, queer people, and LGBTQ 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 (75 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?



SUBMITTING PRIMARY CONTACT INFO

This person will be the main point of contact between your presenters and Out & Equal. They will be notified of acceptances/rejections, as well as any other updates. Out & Equal will send relevant presenter information to this contact to disseminate to session speakers. They will be responsible for communicating any relevant information to all presenters for this session. They need not be a speaker.



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:

RELATE CONTENT TO BELONGING IN THE WORKPLACE. There are a very limited number of openings for workshops geared toward general topics of interest. Your proposal will have a stronger chance of acceptance if it relates directly to LGBTQ diversity & inclusion within the business sector and government.

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.

CONSIDER INCLUDING A HANDOUT OR OTHER COLLATERAL. Highly-rated workshops usually include a handout or other supplementary materials.

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.

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.

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. Show us that you have figured out how to make your session engaging in a virtual space!



HELP SHAPE THE WORKPLACE 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.

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