

OUT & EQUAL  
WORKPLACE ADVOCATES

# WORKPLACE SUMMIT

OCTOBER 6 - 8 2021



The future of work

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# CALL FOR PROPOSALS

# IMPORTANT DEADLINES

**MAY 17** Online Proposal Submission Opens

**JULY 9** Proposal Submission Deadline

**JULY 30** Notification of Acceptance/Rejection

**SEPTEMBER 7** 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

## 2021 WORKPLACE SUMMIT CALL FOR PROPOSALS

- 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 the proposal needs an account. Use an email you check frequently— notifications will come through ProposalSpace.
- 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**

12 WORDS MAX

The title should be concise and catchy to attract attendees.

## **BRIEF SESSION ABSTRACT**

(REQUIRED)

This abstract appears on our website and the conference platform. Ensure your abstract makes clear the focus of the session and tells attendees 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 (for example, are you using polling software or breakout rooms?)
- 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 areas for review and programming purposes. Choose up to THREE (3) topics that best describe the content of your proposed workshop.

Note: Out & Equal may place your workshop in a traffic different from your selected topics.

**ALLIES**

**BELONGING/ CULTURE**

**BISEXUAL+**

**CORPORATE-COMMUNITY PARTNERSHIPS**

**RESOURCE GROUPS**

**GLOBAL**

**INTERSECTIONALITY**

**LAW & PUBLIC POLICY**

**LEVERAGING NARRATIVES**

**LGBTQ MARKETING**

**MENTAL HEALTH & WELL-BEING**

**NONBINARY**

**PROFESSIONAL DEVELOPMENT & EXECUTIVE LEADERSHIP**

**QUEER**

**TALENT ACQUISITION & RETENTION**

**TRANSGENDER  
WORKPLACE POLICIES & BENEFITS**

# SUBMITTING A PROPOSAL CONT.

## SESSION STYLE

The 2021 Summit will again be virtual and will feature a mix of session styles, including on-demand and live content. Consider the best format for your session type. Roundtables must be live meetings, while panels may be live webinars or pre-recorded videos. You may consider a hybrid model, with a pre-recorded presentation available on-demand and a scheduled Q&A or discussion time with attendees.

## SESSION FORMAT

See next page.

## SESSION LENGTH

Options range from 15 - 60-minute sessions. Consider the best time frame for your session: individual “big-ideas” talks should run around 15 minutes, while roundtables should be at least 45-minutes in order to encourage dialogue.

## SPECIFY AUDIENCE LEVEL

*Please select the level that best describes your session. This information will be public to Summit attendees.*

- **General:** These sessions are relevant to all Summit attendees.
- **Introductory:** These sessions are geared to newcomers to LGBTQ workplace equality and/or first-time Summit attendees.
- **Intermediate:** These sessions assume audience familiarity with the subject matter and common practices/terms. These sessions are designed for those looking for next steps to change the corporate climate.
- **Advanced:** Designed for those who want to create new best practices and develop next steps for the advocacy frontier. These sessions assume the audience is very familiar with the subject matter and may have several years of experience dealing with these issues.

# SESSION FORMATS

## **PANEL**

Informed discussion by no more than five people, including a moderator. Live panels will be scheduled as webinar-style sessions, where attendees may interact through chat. If live, consider limiting the number of panelists to three and allowing at least ten minutes for audience questions. You may also submit a pre-recorded panel.

## **PRESENTATION**

In-depth examination of an issue; review of case studies & best practices. Presentations will be scheduled as webinar-style sessions, where attendees may interact through chat.

## **ROUNDTABLE DISCUSSION**

Hosted meeting-style conversation on topics of common interest. Roundtables may be hosted by a single facilitator or a group, and should consider using breakout rooms. Roundtables will be scheduled as meeting-style sessions, where attendees may be able to unmute and appear on camera.

## **TALK**

Ted-like presentation featuring 1-2 speakers showcasing innovative ideas or inspirational storytelling. Talks must be pre-recorded, though you may request to host a live Q&A, if you wish.

## **WORKSHOP**

Interactive program focusing on active audience participation through hands-on activities and/or discussion. Workshops will be scheduled as meeting-style sessions, where attendees may be able to unmute and appear on camera.

# 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 2020 Workplace Summit, with special attention to the workplace experiences of LGBTQ people of color, transgender and nonbinary people, women, bisexuals, queer people, and LGBTQ people with disabilities.

Your proposal must include at least 1 but **no 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
- How is this presenter contributing to the session? (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. This should also be explicit in your public abstract.

**FEATURE HIGH ENGAGEMENT.** Last year's highly-rated sessions featured extensive discussion time or Q&A, or engaged the audience through interactive polling software. Keep your audience's schedules and attention-spans in mind by opting to pre-record lecture-heavy aspects of your presentation. This will allow you to maximize live time at Summit!

**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. Also consider including speakers across career stages.

**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. How is this session different?

**PRESENT DYNAMICALLY.** While most sessions are submitted as panels, we encourage you to be creative and consider alternatives such as a lectures, debates, roundtables, or other format. Surprise us!

# HELP SHAPE THE WORKPLACE SUMMIT

## FORWARD

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our call for proposals to relevant resource groups and stakeholders with the message that we are looking for a diverse speaker roster.

## SUGGEST

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to potential speakers that they submit a proposal for Summit.

## ORGANIZE

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public-speaking training and practice events at your company.

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