

## Individual Excellence Awards Nomination Guidelines

Thank you for making your nomination for the 2023 Out & Equal Individual Excellence Awards, to be awarded at the 2023 Out & Equal Excellence Awards Ceremony in São Paulo on May 3, 2023. This award is meant to recognize individuals who are leading impactful efforts for LGBTQI+ workplace inclusion in Latin America.

The nominations consist of five short answer questions and biographical information of the nominee. It is important that each answer be a **minimum of 180 words and a maximum of 500 words**. A committee comprised of Out & Equal staff and other independent judges will carefully review each submission and make a final decision of **three individual winners**. Please note that we are only evaluating the impact during the past 12 months, to level the playing field for individuals that are newer to the diversity and inclusion journey. The awards will recognize the companies that have made the most progress in advancing LGBTQI+ inclusion within their companies during this timeframe.

The deadline for submitting a nomination is March 19, 2023.

Here are some further guidelines to answering the questions on the nomination form:

Here are some guidelines for answering the questions on the nomination form for each category:

- 1. Quais ações específicas a pessoa indicada desempenhou no ambiente de trabalho para promover e avançar a inclusão LGBTQI+ os últimos 12 meses? Por favor, forneça exemplos de uma ação específica liderado por esta pessoa e qual era o seu papel.**

*Translation: What specific actions has the nominee taken at work to promote and advance LGBTQI+ inclusion in the workplace in the past 12 months? Please give examples of a specific program they lead, and what their role was.*

- Specific examples are strongly encouraged. For example, if the nominee implemented an inclusion program, please describe the program and what it entails. The more detail we have, the better we can evaluate the nomination.
- Many initiatives are implemented by teams of people. Please describe the specific role that the nominee had in any initiatives.
- Were there any obstacles that the nominee had to overcome to make progress?
- Question 2 focuses on impact, so for this question, please only focus on describing the actions that the nominee has taken.

- 2. Por favor, forneça um exemplo de um impacto visto como resultado direto dos esforços de inclusão da pessoa indicada. Quando aplicável, por favor, forneça detalhes específicos como, por exemplo, número de novos programas implementados, porcentagem de aumento de membros nos grupos de afinidade, aumento do número de participação em eventos LGBTQI+, etc.**

*Translation: Please provide an example of the impact seen as a direct result of the nominee's inclusion efforts. When applicable, please provide specific details such as number of new programs, percentage increase in ERG or group memberships, increased numbers in LGBTQI+ event attendance, etc.*



## 2023 LGBTQI+ LATAM Forum: A Day of Transformation

Wednesday, May 3rd 2023 | São Paulo (Brazil)

- We are not looking for overall greatest impact, because we understand that impact is relative based upon the available resources and workplace environment of the company. However, we are looking to see that the greatest impact was achieved taking into account the relative circumstances of each company.
- Refrain from vague descriptions such as “the workplace is more inclusive now” and instead try to be as descriptive as possible. How has inclusion strengthened? If there are available statistics to demonstrate impact, please include those.

**3. De quais outras maneiras a pessoa indicada brilha como líder que utiliza uma abordagem interseccional para promover a diversidade e inclusão no ambiente de trabalho? Em outras palavras, como a pessoa indicada permanece inclusiva em relação a outros grupos marginalizados enquanto impulsiona iniciativas LGBTQI+?**

**Translation:** *In what other ways does the nominee shine as a leader who takes an intersectional approach to promoting diversity and inclusion in the workplace? In other words, how does the nominee remain inclusive of other marginalized identities while driving forward LGBTQI+ initiatives?*

- We encourage specific examples of how nominees have made a concerted effort to remain inclusive of other marginalized identities in their initiatives.
- In what ways does the nominee ensure that efforts are inclusive of intersectionality? For instance, what other groups does the nominee reach out to for input, planning, feedback, etc.?

**4. Por favor apresente uma breve descrição da biografia profissional da pessoa nomeada:**

**Translation:** *Please provide the nominee’s professional biography:*

- How has the nominee used their professional career to help further the cause of LGBTQI+ workplace equality (i.e. involvement in their company’s LGBTQI+ ERG, or professional councils)

**5. Por favor utilize esse espaço para fornecer qualquer outra informação adicional que você gostaria que o comitê de jurados independentes deva saber. Abaixo você também tem a opção de fazer o upload de qualquer documentação de suporte.**

**Translation:** *Please use this space to provide any other information you would like the Excellence Awards Review Committee to know. You also have the option to upload any supporting documentation below.*

- Please use this opportunity to let the selection committee know anything else that you think is of importance when judging this nomination.

**Final Note:** As this Forum is focused on LGBTQI+ inclusion in the Latin American workplace, the nominee must work in the region and/or have a heavy focus on their portfolio of work in Latin America.

