



Congratulations 2024 Workplace Summit Presenters!

The hard work is done! You've made it to the Summit, and there are just a few more simple tasks to get your session ready!

There are updates required in two systems that you must complete for your session to be programmed. We anticipate that both of these tasks should not take longer than one hour, total.

- **Stova Updates:** This is the app you used to submit your session and where you will have an opportunity to finalize your session's title (short and full), abstract, and speakers.
- **Cvent Setup:** This is the Summit app that all attendees will use to schedule their workshops, get resources from sessions, learn about speakers, and receive updates about the Summit while we're on site.

This document offers you a step-by-step walkthrough of the remaining tasks to get you Summit-ready. If you have any questions, please email us at learning@outandequal.org and include your workshop session ID in your communications.



Instructions for Finalizing Your Session Information in Stova:

You have *one* opportunity to finalize your session title, abstract, and speaker slate. All changes are due by August 9 at 6:00 PM (PT). Please know that we cannot guarantee that any changes made after this date will be included in the final published program.

What can you change?

Your session has been accepted under the assumption that what is presented is what was reviewed. You may only make minor editing changes. You may not substantially modify the focus of your session or the speaker slate. If this occurs, your session will require a second review and may not be included in the final program.

- **Session titles:** Ensure that your final short session title is no more than 40 characters, and full session title is no more than 100 characters. If it exceeds this length, we will need to shorten it on your behalf.
- **Session abstracts:** Ensure that your abstract is no more than 500 characters. If your abstract exceeds this length, we will need to shorten it on your behalf.
- **Speaker slate:** At this time, we need to have your final list of speakers, along with all of their relevant personal details, bio, and contact information.

What can be modified?

- **Copy editing issues:** Typos, clarity, and grammar should be reviewed/corrected. Also double-check your facts (e.g. if you meant to say that there are 5,000,000 reasons LGBTQ+ people are awesome but wrote 500 in your draft, fix that now. Changes beyond these items may result in a second review and a modification of acceptance status.
- **Speaker corrections:** Part of your session's acceptance was predicated on your speaker slate. You may make minor changes to your slate, but you cannot significantly change your team or this will require additional review of the session and may change acceptance status. For example, swapping one speaker is typically acceptable. Changing the majority of your slate and replacing it with people of significantly different characteristics is not.

How do I make these changes?

1	Login to your Stova account. This is where you submitted your proposal. Get started at: https://na.eventscloud.com/eSites/2024workplacesummit/Login
2	Click on Submissions at the top of the page. When you get there, please select a proposal that was selected for this year's Summit. (Your proposal number is in your acceptance email.)
3	Double-check your short title to ensure that it is correct and does not exceed 40 characters, and your full title does not exceed 100 characters. Short titles will appear on workshop room signage and full titles will appear on the Summit Cvent app. Make edits if needed.
4	Double-check your session abstract for clarity, grammar, and spelling. It may not exceed 500 characters.
5	Double-check your presenter slate . Make any updates to speakers, contact info, demographics, bios, etc. here. If you have to add a new presenter, click "Add New" under the Presenter Information section.
6	When you're done, click " Save and Submit " to finalize and submit your completed session. If you've been accepted for more than one session, please repeat this for all sessions.

All changes are due by August 9, 2024 at 6:00 PM (PT). Changes made after this point may not be included in the final published program.



Using the Cvent Speaker Resource Center (SRC):

The Cvent Speaker Resource Center (SRC) allows you to:

- ✓ Review and update your profile
- ✓ Review language and accessibility guidelines
- ✓ Access templates and toolkits designed to help you be successful
- ✓ Review your session schedule and listing details (to be posted August 19)
- ✓ Upload your session presentation(s) and attendee resources (due by September 9)

To get started:

To use the Speaker Resource Center (SRC) you will need to get an invite from Out & Equal. All invites to set up Cvent resources will be sent on **August 19**. All presenters will get an invite to use the SRC and must set up their profiles.

- When you get the email, click the link to access the SRC and then click Login.
- Enter your name and email address and click Next
- Check your email for a verification code.
- Enter the code into the pop-up window and click Verify.

Didn't get an invite email? If you have not received an invite to Cvent by August 20, please email learning@outandequal.org for assistance. (Be sure to check your spam/junk folder first!)

How to update your Cvent profile and upload materials:

1	Click on My Tasks on the navigation bar to get a full list of tasks and deadlines. Complete the tasks listed here by the designated due dates and mark as complete.
2	Update your profile by September 6 . Click My Profile in the navigation bar by clicking edit. Use the Designation field to enter your pronouns. If you'd like to add an administrator to make edits for you, it can be done here. Click edit to enter the administrator's name and contact info.
3	<p>Upload your session materials by September 9. To do this, click on My Tasks and find the option to upload attendee resources and upload session presentations.</p> <p>All speakers have permission to upload materials, but only one speaker needs to upload files (e.g., if there are four speakers, only submit the materials once).</p> <p>Files must be less than 250MB and use the following naming convention: Session Name_Speaker LastName_Document Title</p> <p>Example: QueerIsAwesome_Navetta_Queer Is Awesome Resources</p> <p>Click Upload File to add files for approval. If you do not hear from us, your materials are set to go!</p>
4	<p><u>There is additional information in the Cvent app on presenter tools, so spend some time exploring your options and familiarizing yourself with the system.</u></p>

All changes/materials are due by September 9. Changes made after this point may not be included in the final published program.