# Out & Equal 2024 Presenter Town Hall

July 26, 2024

**This session is being recorded and will be distributed after the meeting.**

- **The Warmup:** Introductions and connections

- **About the Summit:** General overview

- **Everything Workshops:** Learning overview, onsite technology, session finalization, and using the Cvent Speaker Resource Center

- **Mark Your Calendar:** Key upcoming dates for deliverables

# AGENDA

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## The Warmup:
## Introductions and Connections

# Out & Equal Staffing for this phase...

**Jean-Marie Navetta**
**Vice President, Learning Programs**

*(she/ella)*

**Gin Nugent**
**Associate Director, Programs Operations**

*(they/them)*

**Olivia Cartwright**
**Learning & Development Associate**

*(she/her)*

**Niki Inclan**
**Learning & Development Manager**

*(she/her)*

**Nina Boe**
**Learning & Development Manager**

*(she/her)*

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# The 2024 Workplace Summit:
## A Quick Overview

**2024 OUT & EQUAL**

**WORKPLACE SUMMIT**

I L L U M I N A T E

## Illuminating Truth, Community, and the Path Forward

Spend your 2024 Summit in community, harnessing, nurturing, and growing the light, brilliance, and power we possess to build belonging.

Leadership Lab Day ✦ Networking ✦ Learning Workshops ✦ Featured Sessions
Premier Sessions ✦ Community Engagement Groups ✦ Night Out ✦ Much more!

# Registration and Housing:







**The 2024 Registration Deadline is September 6.**

**Out & Equal is thrilled to be partnering with three unique properties to provide accommodations for our attendees to relax, enjoy Summit, and connect with others. Rooms at each property are booked on a first come, first serve basis.**

- Disney's Coronado Springs Resort
- Hilton Orlando Buena Vista Palace
- Hilton Orlando Lake Buena Vista

*Attendees will be provided booking information upon completing registration;* the link to the housing site will be provided in the registration confirmation email.

**Links to book discounted accommodation at each of the Summit venues will be contained in your registration confirmation email.**

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# About Speaker Registrations...

- **Speakers from Partner organizations:** Please contact your partnership manager for your registration code.

- **Speakers who have been invited by O&E Partner organizations (e.g., a consultant in a Partner session):** Contact the Partner for a registration code.

- **Non-Partner speakers:** Registration access codes will be sent early next week.

- **Housing:** Links to housing will be in your registration confirmation email.

# Transportation between venues:



**Summit learning events will take place in all three properties (Disney's Coronado Springs, Hilton Buena Vista Palace, and Hilton Lake Buena Vista).**

**Exclusive and complimentary transportation between all three venues will be available throughout the 2024 Workplace Summit to ensure a seamless experience.**

Please note that although buses are available to and from each venue, that the two Hilton properties are within a 5-10 minute walk.

# Health & Safety at the Summit:

**The Workplace Summit is a closed event, exclusive to known and vetted Partners.**

We are devoting enormous care and resources—in close coordination with our various event properties, transportation partners, and local authorities—to ensure a secure event.

We have multiple teams in place to ensure the safety of our attendees and will continue to share relevant updates as the event approaches.

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# Everything Workshops:
# The Real Reason You're Here

# Overall 2024 submission stats:

**Total Submissions:**

# 232

**Total Accepted:**

# 90

**Key findings for 2024 accepted proposals:**

- Multi-partner sessions ruled!

- Trend towards breaking away from traditional panel format

- Several corporate-nonprofit/NGO partnership projects featured

- Sessions addressing intersectional identities remained popular

# Preparing for Your Onsite Experience: Workshop Rooms & Formats

**All 2024 Summit workshops fit into one of two session lengths:**
- 60-minute sessions (all days)
- 90-minute sessions (Thursday only)

Session schedules will be available by **August 19** on the Speaker Resource Center.

**Onsite workshop room access:**
- Speaker ready rooms are available in each venue.
- You may access your assigned presentation room 20 minutes before the session start time.

**Each workshop room will have:**

- One screen for general sessions, two screens for featured sessions. Wireless clicker.

- A podium (no mic) with an HDMI input. **Speakers need to bring their own laptop and connector/dongle.**

- Four wireless lapel mics for presenters.

- Wireless handheld mics for Q&A. One provided for workshops, two for featured sessions. **Presenters must provide their own mic runners for Q&A interactions.**

# Your mission: Meet Summit deadlines to ensure maximum fabulousness

There are two sets of tasks that must be completed in the upcoming months. We anticipate that combined this should take less than one hour total.

✓ Session finalization in Stova

✓ Setup and use of the Cvent event app
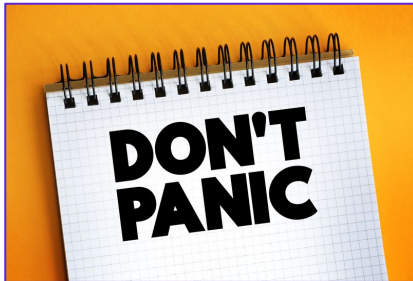
**Don't Panic!**
After this session you'll have access to this recording, the deck you are viewing now, and an a Quick Start guide for additional support.

# Finalizing your content in Stova

**You have one opportunity to finalize your session title, abstract, and speaker slate.**

**All changes are due by <span style="color:magenta">August 9</span>. We cannot guarantee changes after this time can be made in the system.**

**Acceptable changes:**

- Basic copy edits (e.g., grammar, typos, stats)

- Minor updates to your presenter slate

Any changes that constitute substantive modifications to a session may result in a re-evaluation of the session and a change in acceptance status.

# Finalizing session content:



- Login to the Stova system at https://na.eventscloud.com/eSites/2024workplacesummit/Login

- Enter your username/password that you created for the submission.

- Click on Submissions and select only the workshops that were accepted.

- **Review/edit your session *short title*, *session full title*, *abstract*, and *speaker slate* only.**

- Click "Save and Continue" when you are done.

- Repeat for all accepted workshops.

- Don't have any changes? No action needed.

# Editing your session information in Stova:



**Short Title:**
Finalize; max 40 characters

**Session Full Title:**
Finalize; max 100 characters

**Abstract:**
Finalize; max 500 characters

**Session Topic, Session Subtopic, Does your proposal...:**
Do not modify

**Session Speakers:**
Finalize list; max four speakers

# Important details:

- Session **short titles** may not exceed **40 characters**.

- Session **full titles** may not exceed **100 characters**.

- Session **abstracts** may not exceed **500 characters**.

- **You may make basic copy edits to the abstract and title but may not substantively change the intent or focus of the session.**

- What you submit here is what will be visible to attendees making decisions about which sessions to attend.

# Cvent: The O&E Summit App

**Cvent is an event management app:**
- Events industry leader
- Highest levels of data security
- Attendee Hub is available on the web, iOS and Android

**For Speakers:**
- Manage speaker profile
- Create and moderate live polls & Q&A
- Display polls and Q&A in your session room

**For Attendees:**
- Build personalized agenda
- Create attendee profile
- Engage with polls, Q&A, and live chat
- Learn about speakers and Engagement Center exhibitors
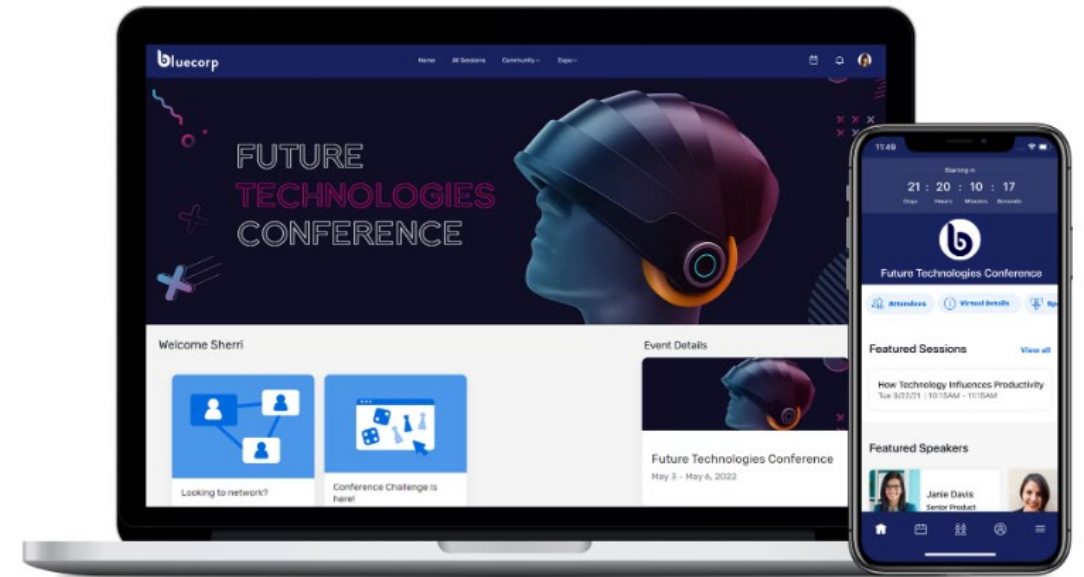


*website mockup does not reflect final Summit branding

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# The Cvent Speaker Resource Center (SRC)

**The Speaker Resource Center (SRC) is where you will complete speaker tasks:**

1. Create your speaker profile (headshots, bio, LinkedIn)

2. Review language and accessibility guidelines

3. Access templates and toolkits designed to help you be successful

4. Review your session schedule and listing details (to be posted August 19)

5. Upload your session presentation(s) and attendee resources (by September 9)

# Using the SRC: Getting Your Invite



**You will receive an invitation to the Speaker Resource Center by August 19.**

- **Sender:** learning@outandequal.org

- **Subject:** Welcome to the Speaker Resource Center for 2024 Workplace Summit

- Check your spam/junk folder!

- If you do not receive an invite email by August 20, please email learning@outandequal.org for help.

- Our 2024 Summit virtual site will still be under construction. All non-presenter attendees will receive access by **October 2**.

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# Using the SRC: Login

**Step 1: Log in**

- Click the link in your email to access the SRC

- Click **Log In**

- Enter your name and email address and click **Next**

- Check your email for a verification code

- Copy the verification code, paste it into the pop-up window, and click **Verify**

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# Using the SRC: Tasks and Profile

**Step 2: Review your tasks**

- Click **My Tasks** in the navigation bar

- Complete the tasks by the due date listed and mark complete

**Step 3: Update your profile by September 6.**

- Click **My Profile** in the navigation bar

- Click **Edit** to edit your profile information and upload a headshot

- Use the **Designation** field to enter your pronouns

- **Add administrators.** Administrators can make changes to your profile on your behalf. Add as many administrators as you would like.

- Click **Edit** to enter the admin's name and email address

# Using the SRC: Uploading Materials

**Step 4: Upload session materials. Materials are due by September 9.**

- Go to **My Tasks**

- Locate the tasks for uploading session materials
  - Upload attendee resources
  - Upload session presentation
  - Only 1 speaker per session needs to upload the session materials. All speakers are able to upload.

- Ensure your file sizes are less than 250MB and use the correct naming convention:
  Session Name_Speaker Last Name_Document Title

- *Example:* What Does Queer Mean_Navetta_Queer Resources

- Click **Upload File** to add files for review and approval.*

**\*No news is good news! If you do not hear from us, consider your materials approved!**

# Cvent: How-To Docs and Support
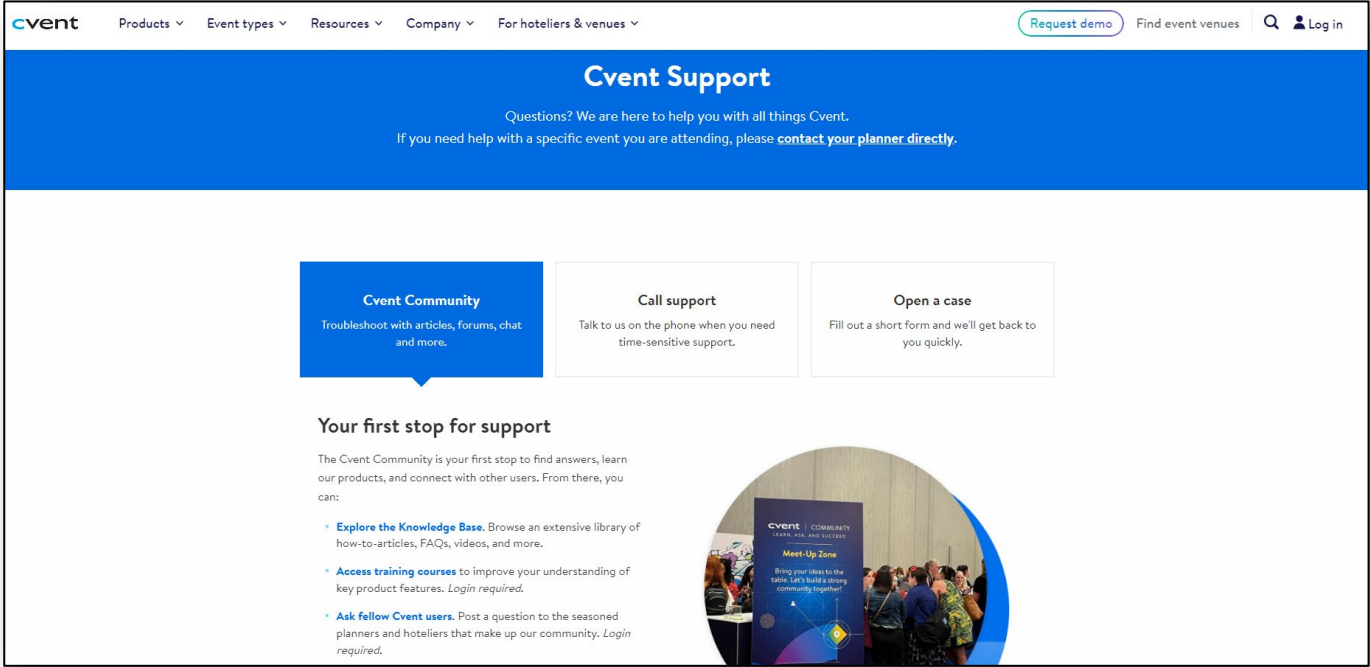


The Cvent site features resources to help with your session.
They also offer comprehensive how-to docs and additional tech support.

➤ **Access Cvent support**

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# Mark Your Calendars:
## Deadlines, Deadlines, and More Deadlines

# Stova
# Due Dates

**Mark your calendar for these upcoming due dates for Stova-related work:**

▶ **Now!:** Access to Stova opens for finalization of session titles, abstracts and speaker slates.

▶ **August 9:** Deadline for all session title, abstract, and speaker slate finalization.

# Cvent Due Dates

Mark your calendar for these upcoming due dates for Cvent-related work:

▶ **August 19:** Email to access the Speaker Resource Center sent to speakers.

▶ **September 6:** Deadline to update your speaker profile in Cvent.

▶ **September 9:** Deadline to upload your deck and resources to Cvent.

# General Summit Dates

**Mark your calendar for these upcoming key dates for Summit planning:**

▶ **September 6:** Registration deadline for all attendees and presenters

▶ **September 6:** Deadline for securing Out & Equal's special group rate for hotel reservations.

▶ **August 19:** Workshop schedule posted in Cvent

▶ **Coming in September:** Join us for a new pre-Summit planning briefing from one of our 15-time Summit attendees! (Invite to come!)

**Coming in late September:**
Out & Equal's official Summit social media toolkit for presenters and attendees!

# Thank you… and see you in Orlando!