

2010 Out & Equal Workplace Summit

October 5–8 in Los Angeles



CALL FOR WORKSHOP PROPOSALS

Deadline: April 30, 2010

About the Summit

The **Out & Equal Workplace Summit** is the nation's preeminent conference addressing lesbian, gay, bisexual, and transgender (LGBT) issues in the workplace.

Out & Equal's annual Summit offers the chance to unite and share the information needed to advance LGBT workplace equality. Now more than ever, Out & Equal workshops are invaluable tools to keep pace with the multitude of changes happening around us and in the workplace.

The mission of the 2010 Summit is to bring together LGBT employees, human resources and diversity professionals, employee resource group (ERG) leaders, organizational leaders, and others who are working to create safe and equitable work environments for LGBT people.

In addition to workshops, the Summit includes well-known keynote speakers, networking receptions, the annual Out & Equal Workplace Awards Dinner, issue-specific caucus sessions, and great entertainment. In 2010, we anticipate attendance of over 2,500 people representing more than 200 companies and organizations from all over the world.

Why Present a Workshop?

- ! Teach and interact with hundreds of workplace leaders from around the nation and the world, representing dozens of top companies and organizations
- ! Showcase your organization's best practices
- ! Be recognized as a leader in advancing workplace equality
- ! Receive a discount rate off a regular three-day Summit registration

Types of Workshops

- ! **90-MINUTE WORKSHOPS:** Over the course of three days, more than 100 traditional workshops will provide the necessary information and resources to address the multitude of changes happening in the workplace. Led by a dedicated corps of expert volunteer presenters, these workshops range from advanced cutting-edge topics to broad introductions intended to enlighten newcomers.
- ! **150-MINUTE INTENSIVE WORKSHOPS:** A comprehensive look into the timeliest and most pressing workplace equality issues, the Summit's schedule will allow for two sessions that will accommodate workshops of 150 minutes of intensive dialogue, group work and thought leadership where a longer format is required.
- ! **TUESDAY LEADERSHIP SEMINARS:** On Tuesday, October 5th, Out & Equal will host Leadership Seminars specially designed to explore topics in-depth and jump-start your brain for the following three days. Leadership Seminars are NOT included in a three-day Summit registration. The registration fee for a Leadership Seminar includes lunch.

Submitting a Proposal

Proposals must be submitted online no later than April 30, 2010.

All proposal submissions are paperless, online and must be completed in one sitting. To submit a proposal, please go visit Out & Equal website, www.OutandEqual.org/2010-Workshops, and click on the link "Submit a Workshop Proposal." Notifications regarding workshop selection will begin **June 22, 2009**.

Once you begin to complete the online form, you will not have the option of saving or returning to your proposal. Before opening our online workshop submission form, please be prepared to provide the following information:

Name/contact information of all presenters

In the printed program we will print your name, title, organization, and (if requested) email or phone number.

We also ask that you submit a brief bio describing your professional credentials.

Workshop title and 50-75 word description

Titles and descriptions will appear in public printed materials and online. They must be written to provide a concise description of what participants should expect. These may be edited for style and tone.

Abstract & Objectives

Please provide a complete description of the workshop content, materials/handouts to be provided, and teaching objectives. This information is reviewed by the Workshop Committee and will not be published in the program book; however, Out & Equal reserves the right to submit information provided to SHRM and similar agencies for the purpose of requesting and securing certification for Summit attendees.

Your ideal audience, size, experience level, professional roles, and interests

Specific topic areas addressed in the proposed workshop

Materials you will require on-site (i.e., LCD projector, flip charts)

Expectations

- ! Presenters are expected to register for and attend the 2010 Out & Equal Workplace Summit. Although we would like to cover presenters' expenses for the Summit, as a nonprofit organization we are unable.
 - ! Up to four presenters per workshop qualify for a discount rate off regularly priced three-day registrations. Information on how to register at the special presenter price will be sent after proposals are accepted.
 - ! Presenters are expected to cover their own costs for travel, lodging, meals (outside those provided as part of Summit registration), and workshop materials (handouts, etc.).
- ! Out & Equal understands that workshop presenters will retain copyright and intellectual property rights for all materials presented at the Summit.
 - ! We do, however, ask permission to collect your presentation slides and handouts for historical record and make them available (with proper attribution) on our website for ongoing educational purposes. Your permission to make audio, video, and photographic recordings of your workshop for historical record and educational purposes is also requested.
 - ! Please be aware that members of the media may be present at any and all workshops.
 - ! All materials presented in the workshops are proprietary to the presenter and may not be used for commercial gain by any other presenter or participant, nor may they be used without proper attribution. Presenters and registrants will be required to acknowledge and agree to the above.
- ! Presenters are expected to be prepared and well-versed in the subjects they propose to teach. Executives, HR and diversity professionals, employee leaders, educators, and anyone committed to LGBT workplace equality are encouraged to submit proposals.
- ! We anticipate audiences of 50 to 200 participants for each workshop. Please plan your time to allow for presentation, Q&A, audience participation and completion of the feedback form.
- ! Presenters are responsible for supplying handouts to be used during their workshops discussions. Out & Equal is committed to an environmentally friendly Summit, and ask presenters to "think green" when making decisions about handouts and materials. We encourage presenters to utilize the Out & Equal Professional Network, an online networking space unique to Out & Equal, to distribute supplemental materials and continue conversations before and after the Summit.

Audience

The Summit brings together LGBT employees, human resources and diversity professionals, employee resource group (ERG) leaders, organizational leaders and allies from a variety of organizational environments. Workshops may target specialty audiences, addressing issues specific to people of color, transgender persons, allies, gay men, lesbians, bisexual people, public sector employees, or other defined subsets of the diverse workplace community. Our audience includes newcomers to the workplace and the issues of LGBT workplace equality as well as long-time participants with an advanced knowledge of the issues at hand.

Out & Equal is deeply committed to providing access to all. Presenters are expected to recognize that attendees with disabilities may move, learn, listen, speak, or behave differently. Their contributions to workshops are valued. Providing presentations in large print, using your microphone, and starting your

presentation with a group needs assessment (early on ask if the space, lighting, seating, temperature, etc. are suitable) will ensure that barriers for involvement are not created.

Content

What kinds of workshops are we seeking?

Summit workshop offerings are intended to address the evolving learning needs of our participants. In 2010, we are seeking proposals and will give preference to the following topics:

- ! General **professional and leadership skills**
- ! Workshops focused on the use of **technology** as a means of networking with other professionals or advancing LGBT workplace equality both within organizations and the larger community
- ! **Introductory workshops on LGBT workplace issues** targeted to HR professionals and allies who are seeking basic knowledge
- ! Workshops that **focus on transgender issues**
- ! Topics that highlight the experience of **LGBT people of color** in the workplace
- ! Workshops focused on **ERG development and best practices**
- ! **LGBT leadership skills** including lessons in social and professional activism
- ! **HIV/AIDS** in the workplace
- ! **Aging and generational** differences and trends in the LGBT workforce
- ! **International** LGBT workplace issues
- ! Coming out and activism as **allies**
- ! Workshops that address **bisexuality in the workplace**
- ! Responsibilities and challenges for **senior executives**
- ! LGBT issues in **media and advertising**
- ! Challenges or training for **ERG leaders**
- ! Being out in the **public sector and/or educational workplaces**
- ! Challenges for **labor or blue-collar** LGBT employees
- ! Connecting LGBT workplace issues to the **marketplace and/or the community**
- ! Changes in **laws and policies impacting LGBT employees** at work
- ! Best practices in **recruiting and retention of top LGBT talent**

Other Considerations:

Participants regularly express a desire for “how to” or concrete action plans from presenters, and interesting field experts who inspire and engage participants in their topic. We will be giving preference to workshop proposals that also take into account these factors:

- ! **Inter-company partnerships** offering powerful advice from experts in different fields or companies

- ! **Modeling diversity** in race, gender, gender expression, sexual orientation, age, background, ability, and other factors in the presenter list
- ! **Experienced teachers or trainers** with high levels of expertise
- ! Workshop outlines that include **interactive exercises** and **practical take-away knowledge** for participants

Participants have expressed a preference for handouts or supplemental materials

What to Avoid:

Participants in the Out & Equal Workplace Summit are overwhelmingly qualified and experienced professionals who have specific expectations of the experience. The following are things to avoid when putting together workshop proposals:

- ! Using workshops primarily as a **marketing tool** to recruit new business or to promote your company or organization to others
- ! **Unprofessional or inappropriate topics** for the workplace
- ! Incredibly **dense presentations** that don't leave time for questions and answers
- ! **Unrehearsed presentations** that stray from the main topic and run short on time
- ! Workshops that **differ from their printed descriptions** in significant ways
- ! **Misleading experience level** requirements of participants, *especially* when a workshop is labeled advanced or intermediate and spends time on basic or beginner training

For More Information

If you would like assistance in refining your topic area, the Workshops Committee can provide you with some coaching and guidance. For specific questions about a proposal, please contact Anthony Bannon at abannon@outandequal.org or (415) 694-6516.

» **Submit a workshop proposal online.**

2010 Workshop Proposal Application

How to Apply for a Workshop

All applications must be submitted using our online form, which will become available at www.outandequal.org/2010-workshops.

Because **the online form must be completed in one sitting**, Out & Equal has made this list of questions available to you for download. We recommend that you prepare an answer to each question ahead of time so that you may copy and paste them into the form later.

1. Is your proposal for a traditional 90 minute or extended 150 minute workshop?

Please choose one type per submission. You are welcome to submit another proposal for an expanded version of your original proposal; be sure to detail the differences.

- Traditional 90 minute workshop
- Extended 150 minute workshop

2. Workshop Title

A short, descriptive and engaging title will capture the interest of participants. Please limit your title to 100 characters or less (approx. 10-15 words)

3. Workshop Description

Please supply a 75 to 125 word description of your workshop as you would like to see it appear online and in printed materials. This should be written to provide a concise description of what participants should expect. This is also your "ad" - your chance to sell the workshop to participants. Out & Equal may edit this material to match the style and tone of the 2010 Out & Equal Workplace Summit.

4. Please indicate your primary target audience for this workshop.

- Employee Resource Group members
- HR and Diversity Professionals
- General Audience
- Organizational leadership (Executives/Management)
- LGBT Community Leaders
- Health Care and Pharmaceutical Professionals
- Finance and Accounting Professionals
- Government
- Higher Education Professionals
- Engineering and Aerospace Professionals

5. Please indicate the experience level of your ideal audience for this workshop.

- Introductory - the general audience will be new to the subject matter of your workshop.
- Intermediate - the audience will already be familiar with the subject matter of your workshop, they will already be familiar with common practices and terminology.
- Advanced - the audience is very familiar with the general subject matter, has several years experience dealing with the issues relevant to your topic and want the next steps or more theoretical discussion.

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How to Apply for a Workshop

6. Primary Workshop Contact

Who is the person we should contact if we have questions about this application? This person is not necessarily a workshop presenter.

Name	Email
Title	Phone
Employer	

7. What is the value of this workshop? (What will participants walk away with? Why is it important that this workshop is a part of the 2010 Summit?)

8. Please list specific objectives you intend to accomplish in this workshop.

9. Please provide an expanded description of the workshop including presentation strategies, material handouts, topics covered, ect.

10. Which of the following topics are primary topics for your workshop?

If a topic may come up, but is not a main focus of your presentation, please do not select it. This question is about the subject of your workshop and not the intended audience. This workshop will focus on issues about (select all topics that apply):

- Ability and Ableism
- Age (i.e. aging, generational differences, youth)
- Bisexuality
- Blue-Collar or Customer-Facing Employment
- College/Higher Education Workplaces
- Cultural Competency
- Employee Resource Group Best Practices
- Employee Resource Group Development
- Employee Resource Group Leadership
- Executive Management
- Families (i.e. adoption, benefits)
- Government/Politics
- Government/Public Workplaces
- HIV/AIDS
- Human Resources
- HR Certification
- International (non-U.S.) Focus
- Labor and Union Issues
- LGBT Community Service & Involvement (i.e. nonprofit sponsorship, volunteering)
- LGBT Leadership Skills
- Marketing/Communications
- Marriage Equality/Civil Unions
- Non-LGBT Allies
- Nonprofit Workplaces
- People of Color
- Recruiting

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How to Apply for a Workshop

- Religion and the Workplace
- Research
- Skill Development for Professionals
- Supplier Diversity
- Technology
- Transgender issues
- Women

11. Ideal Audience Size

- Under 50
- 50-100
- 100-200
- 200+
- Any audience size

12. AV/Media Equipment

All rooms will be equipped with one lavalier, one podium, and one table top microphone. Panels of 4 or more will receive additional tabletop microphones. Please indicate which of these additional items you will require. Check all that apply.

- Flip chart, marking pens, tape
- Sound system for multimedia presentation
- LCD projector (for PowerPoint Presentations and/or DVD Projection) *Presenters must provide their own laptop computers*
- Internet access *\$200 fee applies payable by presenter(s)*

13. Physical Accommodations Out & Equal is committed to inclusion and diversity in all aspects. Please tell us if there are any special accommodations you require because of physical abilities. Out & Equal reminds all presenters to consider the physical abilities of participants when preparing your presentation and handout materials.

14. Out & Equal assumes you will be available on any of the three days of the Summit. Please mark any times you are NOT available to present.

- Wednesday – Morning/Afternoon
- Thursday – Morning/Afternoon
- Friday – Morning/Afternoon

15. Has this workshop been presented before?

- Yes
- No
- If yes, please indicate where and when it was most recently offered and tell us how many times this workshop has been presented.

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How to Apply for a Workshop

Workshop Presenters

Workshops may have any number of presenters. Out & Equal encourages you to model diversity in the selection of panelists for your workshop. We have provided space for you to tell us about 4 presenters. If you have more than 4 presenters, please fill out this section for the first 4 presenters and indicate that there will be additional presenters at the bottom of this page. Answer the following questions for each presenter.

1. Basic Information

Name (exactly how you wish to be acknowledged)
Professional Title
Employer
Email
Phone

2. Presenter Race/ Ethnicity (select all that apply)

African American/Black	Native American
Asian/Pacific Islander	Prefer not to say
Caucasian/White	Unknown
Latino/Latina/Hispanic	Other, please specify

3. Presenter Sexual Orientation

Gay	Queer
Lesbian	Asexual
Bisexual	Prefer not to say
Straight/Heterosexual	Unknown

4. Presenter Gender Identity (select all that apply)

Male (Cisgender)	Intersex
Female (Cisgender)	Nonidentified
Transgender (FTM)	Prefer not to say
Transgender (MTF)	Unknown

5. Presenter One Bio

Please provide a professional biography of the presenter. Our workshop selection committee will use this information in the evaluation of presenters.