



THE BUSINESS OF BELONGING™

## **2024 Workplace Summit: Call for Proposals**



*Your Complete Guide to the CFP Process!*



# 2024 Call for Proposals (CFP)!

Out & Equal is seeking proposals for learning sessions for its 2024 Workplace Summit, the premier global convening on LGBTQ+ workplace equality.

**Pre-Conference Day:**  
**Monday, October 7, 2024**

**Workplace Summit:**  
**Tuesday, October 8 – Thursday, October 10, 2024**

Workplace Summit attendees consistently report that it is both a life-changing experience filled with meaningful connections and a potentially game-changing opportunity to build and share best practices through workshops, keynotes, and conference activities. The Workplace Summit has become the most trusted and reliable global source of LGBTQ+ workplace equality learning and development.

The learning framework includes soft skills, hard skills, networking, and contributing to a transformative experience for attendees. Being part of this unique convening of diversity, equity, inclusion, and belonging (DEIB) practitioners, LGBTQ+ executives, and Resource Group leaders creates a powerful network that collectively moves the needle on LGBTQ+ workplace inclusion both in the US and around the globe.



# CFP Timeline\*

## CFP Timeline and Due Dates:

- **Tuesday, April 2:** CFP published through Out & Equal newsletter
- **Thursday, April 11:** Call for Proposals Briefing Webinar: Out & Equal Partner Exclusive
- **Friday, May 24:** Submission Deadline
- **Monday, July 8:** Notification of Acceptance/Nonacceptance

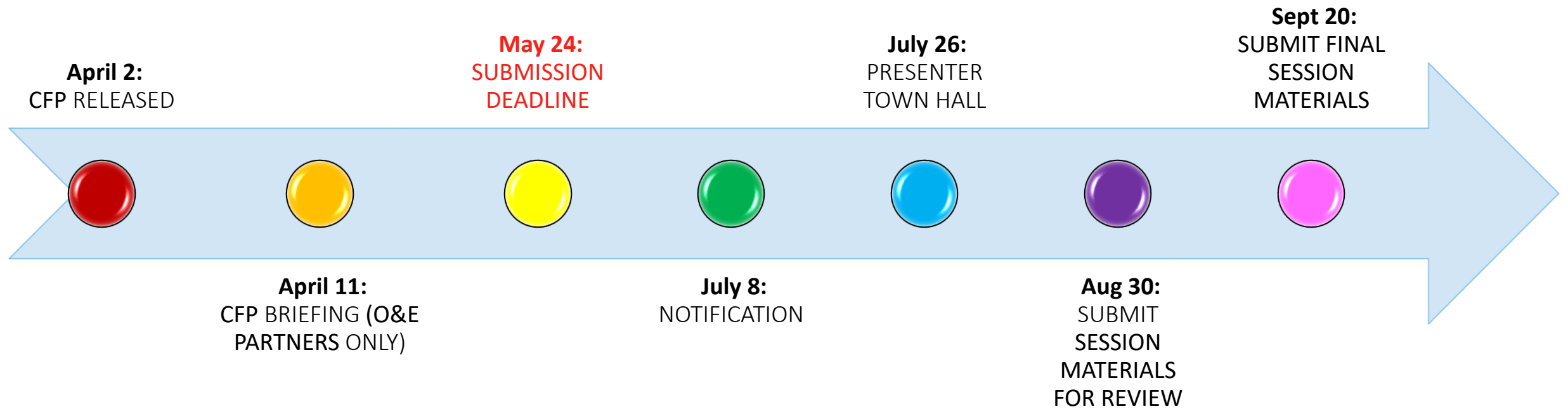
## Key Dates if Session Is Selected:

- **Thursday, July 26:** Workshop Presenter Town Hall (all Presenters welcome)
- **Friday, August 30:** Submit Session Decks & Downloadable Resources for O&E Review
- **Friday, September 13:** O&E Feedback on Presentation Decks & Downloadable Resources
- **Friday, September 27:** Final Decks & Downloadable Resources Must be Uploaded
- **Monday, October 7:** Pre-Conference Day
- **Tuesday, October 8:** Workplace Summit Begins
- **Thursday, October 10:** Workplace Summit Concludes
- **Friday, November 8:** Session evaluations distributed to Partners upon request

*\*Subject to change*



# CFLP Timeline\*



*\*Subject to change*



# Our Commitment to Inclusion

Out & Equal's programs strive to be inclusive and diverse in all aspects. You help meet this goal when you...

- **FOLLOW** the CFP instructions carefully to ensure your proposal will be reviewed.
- **ENSURE** diversity of thought and voices within your proposed session(s).
- **FORWARD** this CFP to relevant resource groups and stakeholders.
- **DEVELOP** presentation skills in-house through inclusive training.
- **ENCOURAGE** potential Speakers to submit a proposal or join a presentation team.
- **ADVOCATE** internally for diverse Speaker representation.
- **CHECK** your materials to ensure accessibility.

# 2024 Workplace Summit Theme

## ILLUMINATE

We are in a moment when the voices and actions of a few are attempting to dim the light and progress of an entire movement. And while it may seem overwhelming, we must remember our potential, our strength, and our value. In times of adversity, doubt, and challenge, Queer joy and resilience will always outshine and persevere.

Each one of us possesses this light inside of us that when nurtured and joined by others is magnified. It becomes a beacon of hope, connection, truth, and safety. Every day in our workplaces, LGBTQ+ people—and their allies—work relentlessly to illuminate paths toward inclusion and belonging.

And through the Out & Equal Workplace Summit, we will harness, nurture, and grow that light. We will remind our collective community and the world of the brilliance and power we hold. We will remind them that we are an unstoppable, radiant force.

# Strategic Priorities for 2024 Workplace Summit

Our goal is to challenge organizations and transform workplaces.  
Together, we can develop an environment where everyone can thrive.

1. Programming meets current and future needs by strengthening internal change agents, bolstering their effectiveness, and helping them incorporate and advance DEIB best practices.
2. Offerings maximize impact by unifying executive leadership development, comprehensive DEIB training, and professional networking opportunities to help companies build inclusive and welcoming work environments.
3. Centering leadership and professional development helps learners strategically leverage their stories, maximize advocacy efforts, and develop communication skills.

# 2024 Summit: Key Considerations

In the spirit of continuous improvement, we're excited to share some key considerations about the 2024 Workplace Summit submission process:

- ❖ **Put your best foot forward.** With only **90 workshop sessions available**, and more than 400 submitting organizations, please focus your proposal development efforts on your most compelling work in LGBTQ+ workplace belonging, policy, and advocacy.
  - ❖ The acceptance rate in 2023 was 19%. **This year, we strongly recommend each organization limit submissions to your top three proposals.**
- ❖ **Submit all proposals under one Primary Contact.** To improve communications and serve you more effectively, please submit all your organization's proposals under the same Primary Contact. If you are already an Out & Equal Partner, your O&E Primary Contact can delegate proposal administration and still be added as a cc to stay in the loop on all emails sent from the proposal portal.



# 2024 Hot Topics!

## ❖ To stay current with emerging trends, we've updated Areas of Focus:

- Allyship is back!
- Storytelling is the new name for Leveraging Narratives.
- Workplace Culture is the new name for Belonging & Workplace Culture.
- Each proposal must have ONE main Area of Focus selected and can add up to two others.



## 2024 HOT TOPICS

- Advocacy, Law & Public Policy
- Global and Regional Focus (Latin America, APAC, EMEA, Southern States)
- Intersectionality
- Mental Health and Well-Being

## ❖ To enhance the attendee experience, there is deeper emphasis on attendee engagement.

Proposals that include attendee activities beyond standard Q&A are more likely to be considered for acceptance than those that do not.

# Additional 2024 Proposal Requirements

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**Sessions have a maximum of four Speakers (including the moderator) and all must be identified at submission time.**

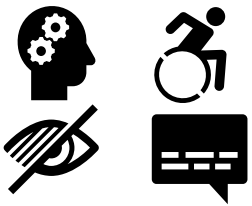
In support of our commitment to elevate diverse voices, all Presenters need to be identified before a session is accepted. All Presenters must be in person in Orlando. We do not have the facilities for hybrid sessions. All Speakers need to be registered attendees, and if they are O&E Partners, they must use their Partner codes for registration.

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**All accepted sessions must have at least one downloadable resource.**

Post-summit learning is essential, so offering for attendee takeaway resource(s) (e.g., worksheet, presentation deck, checklist, resource list, video, etc.) is required.

# Additional 2024 Proposal Requirements (cont.)



## All accepted sessions must provide materials and presentations in ADA-accessible formats.

Presenters for sessions that are accepted will receive additional resources from Out & Equal to help meet this requirement. Most software platforms (e.g., Microsoft Word, PowerPoint, Adobe Acrobat, and Google Docs) already have a built-in Accessibility Check feature to verify your file against a set of rules that identify possible issues for people with disabilities.



## All accepted sessions will need to submit their presentation and downloadable resources by August 30.

O&E will review your materials for accessibility and to support technical preparation for the conference.

# Out & Equal Resources for Accepted Proposals

**If your proposal is accepted, Out & Equal will provide these resources to support you:**

- Template deck to use for your presentation (title slide, varied layouts, survey slide, etc.).
- Out & Equal brand assets and amplification toolkit for your presentation, marketing, and communications efforts.
- Accessibility resources for you to use to ensure your materials comply.
- Language glossary to help us all remain current with shifting language conventions.
- For livestreamed sessions, Presenters may need to budget some additional time for technical pre-production (estimated up to two hours) to work with the Out & Equal team to create the best possible experience for virtual attendees.



# Tips for Creating a Successful Proposal

Meeting the selection criteria listed below is a basic qualification for consideration. To maximize the chances of your session being accepted, please consider the following guidance:

- ✓ **Relate content to LGBTQ+ belonging in the workplace.** This is not a general education or a broad-based DEIB event. This is specifically on LGBTQ+ inclusion both in the US and globally. Submissions not directly related to this topic will not be accepted.
- ✓ **Prioritize peer-to-peer education.** Our focus on peer-to-peer education that centers those working in Fortune 1000 companies or US government agencies allows for sharing best practices from those living and working on issues of LGBTQ+ workplace equality. Sessions with Presenters from different companies and sectors are strongly encouraged.

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# Tips for Creating a Successful Proposal (cont.)

Meeting the selection criteria listed below is a basic qualification for consideration. To maximize the chances of your session being accepted, please consider the following guidance:

**Show up, don't show off.** Embrace a train-the-trainer mindset. How can your company's journey support others? Candidly discuss challenges and vulnerabilities. Please note that sessions are not a platform for selling goods and services. You may not sell services or merchandise in the context of your session. Should this occur, it can impact consideration for future Summit acceptance.

**Share the stage.** Sometimes, multiple companies submit proposals on the same or adjacent topics. We may work closely with you to help create the most compelling learning experience by combining proposals. To increase your chance of having your proposal accepted, work to include multiple organizations in your proposal.

**Pro tip: Looking for another organization for your proposal?**

Out & Equal Partners can use the Global Hub Message Board to help find collaborators.

# Non-Partner Submission Eligibility

**Out & Equal is committed to highlighting innovative, diverse, peer-to-peer education that showcases best practices and compelling conversations centering LGBTQ+ workplace equality.**

O&E Partners are strongly encouraged to apply; however, being an O&E Partner does not guarantee proposal acceptance.

If your organization is not currently an O&E Partner, please contact Dawn Robbins at [drobbins@outandequal.org](mailto:drobbins@outandequal.org) to discuss Partnership opportunities. Please note that Speaker registrations for non-Partner organizations are the responsibility of the Speaker and are non-refundable after purchase.

# Proposal Evaluation Criteria

<b>Actionable takeaways</b>	A reviewer should be able to quickly understand what a participant would gain from attending your session. Each session must have at least one downloadable resource to facilitate action-oriented learning. If you don't have the resource ready when you submit your proposal, please outline what the resource(s) will be.
<b>Diverse voices and perspectives</b>	Out & Equal's goal is to create an inclusive, authentic, and educational conference environment that uplifts diverse voices. The strongest workshops include perspectives from more than one viewpoint and background. All Presenters will be asked to self-identify in order for their proposal to be considered and should reflect the principle of "Nothing About Us Without Us" (e.g., if you are presenting on trans inclusion, you must have trans panelists). Proposals with multiple Speakers should include diverse voices, including different career stages, regions, etc.

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# Proposal Evaluation Criteria (cont.)

<b>Engagement</b>	The best learning happens when Presenters are dynamic, responsive, and actively working to engage learners throughout their session. Your proposal must outline how Presenters will connect with both virtual and in-person audiences through the session's format and activities. Interaction should not just be limited to a Q&A period but dispersed throughout your session. Ensure that as you build your session agenda, you include spaces for engagement (which may include interactive polling, Q&A, small group work etc.). If you are nominating for a Featured session, specify how you will engage with virtual attendees.
<b>Innovation</b>	While learning core concepts is essential to developing understanding, we seek to provide learners with an opportunity to hear about emerging concepts, new ideas, and ways to challenge the status quo. Consider (and, in your proposal, communicate) how your session will bring attendees a new or refreshed perspective.
<b>Intersectionality</b>	No individual is just one identity...so your session should not be singular in its focus. Speakers and topics that highlight the profoundly diverse workplace experiences of LGBTQ+ people – inclusive of race/ethnicity, gender identity and expression, neurodiversity, and disabilities will receive greater consideration.

# Stova: How to Use the Proposal Platform

To better serve the Workplace Summit community, we have upgraded to a new proposal management platform, Stova. Please budget additional time (one hour recommended) to familiarize yourself with the technical requirements for the submission process and to build your user profiles. Proposals will only be accepted through Out & Equal's designated proposal platform.

- **Account creation and user set-up:** To begin, [click this link](#) to navigate to the test site. Click "**Login**" at the upper left of the page to navigate to the Login page and click on "**New User? Click Here.**" You can then create your profile by completing the fields and clicking "**save**" at the bottom left of the page. You will receive an **email confirmation** of your profile creation via email and can then **return to the homepage** of the site and choose "Login" again to log in.
- **Submission page:** To begin a new submission, click "**add new**" on the Submission page above the heading that says, "Submission Name." You will then be able to proceed through the steps to create and submit a proposal. You can **either complete the full proposal at this time or save it** and return to complete it at a later date. You must fully complete your proposal by **May 24th** to have it reviewed. Completed proposals will be viewable under the Submission Name section of the Submission Page and the Submission Completeness Status will be "Complete."

# Building Your Proposal in the CFP Portal

In the CFP Portal, you will be required to provide the following information.  
Only proposals submitted that include all requested information will be considered.

## 1. Short Title: 40 characters

The title should be clear, concise, and catchy. This is the title that will show up in the conference app and appear on venue signage. The next line allows you to input a longer title that can be more fully descriptive.

## 2. Full Session Title: 100 characters

If different from the Short Title, enter the Full Title here. For example:

Short title: Queer Data

Full Title: Queer Data: Using Gender, Sex, and Sexuality Data for Action

## 3. Abstract: 150 words/500 characters

Your abstract should be clear and tell attendees what they can get out of the experience and why they should attend! Abstracts appear on the event website and conference platform.

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# Building Your Proposal (cont.)

## 4. Expanded Proposal for Review Committee Consideration

This content will only be used by reviewers to evaluate your proposal. Use this section to input all the details you want to include about your proposed session. Presenter bios DO NOT belong in this section, but you can include information about why you selected the Speakers and what their relationships are (e.g., client, executive champion, etc.).

## 5. Learning Outcomes

What new information or skills will someone leave this session with? Please list up to three Learning Outcomes with each being no more than 50 words.

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# Building Your Proposal (cont.)

## 6. Downloadable Resources

All sessions must have a takeaway that attendees can download through the app. We've listed some examples in the multi-select form box to get your creative juices flowing.

You don't need to have the resource ready to submit with your proposal, but you do need to indicate what it will be using the options provided. You can select multiple options and finalize your choice or change your mind later. **Sessions submitted without a resource indicated will not be reviewed.**

Please note that if you are providing hard copies (e.g., handouts), the presentation team is responsible for printing them and there is an onsite FedEx Office in each venue. Regrettably, Out & Equal is not able to provide copying facilities for Presenters. Please contact the learning team for instructions if you require advance shipping (e.g., books or supplies). Presenters are not permitted to ship directly to the hotel and any hotel handling fees will be invoiced to the Presenter.

### Downloadable Resource Ideas

- Additional Reading List
- Checklist
- Decision Map
- Glossary
- Listicle
- Project Plan
- Summary of Key Learnings
- Template
- Video
- Workplan to take back to company
- Worksheet to use during the session
- Not Sure Yet
- Something else not listed here

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# Building Your Proposal (cont.)

## 7. Areas of Focus

Workshops are categorized for review and programming purposes. These are intentionally broad and designed to be as inclusive as possible.


Some proposals may fit into multiple Areas of Focus, while others neatly fit into one of the Areas of Focus.

Please choose up to three topics that best describe the content of your proposed workshop. You may then choose one subtopic that further clarifies your learning session's audience or focus.

**2024 Hot Topics are especially encouraged!**


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# Areas of Focus

<div><div><b>Advocacy, Law &amp; Public Policy</b></div><div>HOT TOPIC</div></div>	<div><b>Allyship</b></div>	<div><b>Corporate-Community Partnerships</b></div>
<p>Legislation that impacts the workplace; communicating public policy choices internally and externally; navigating government affairs inside of organizations.</p>	<p>Content developed both for individuals who are outside of the LGBTQ+ community but strive to be actively supportive as well as programs focused on building greater allyship inside of the LGBTQ+ space.</p>	<p>Best practices, lessons, challenges, and replicable models.</p>
<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Legal Rights and Protections</i></li><li>• <i>Healthcare Policy</i></li><li>• <i>Transgender and Non-Binary Legal Issues</i></li><li>• <i>LGBTQ+ Youth and Education</i></li><li>• <i>International LGBTQ+ Rights</i></li><li>• <i>Intersectionality and Public Policy</i></li><li>• <i>Political Advocacy and Civic Engagement</i></li><li>• <i>Corporate Advocacy and Policy Change</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Understanding LGBTQ+ Experiences</i></li><li>• <i>Effective Allyship Strategies Intersectionality in Allyship</i></li><li>• <i>Allyship in the Workplace</i></li><li>• <i>Youth and Family Support</i></li><li>• <i>Community and Grassroots Movements</i></li><li>• <i>Allyship and Mental Health Support</i></li><li>• <i>International Perspectives on Allyship</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Building Inclusive Partnerships</i></li><li>• <i>Corporate Responsibility and Social Impact</i></li><li>• <i>Partnerships for Health and Wellness Initiatives</i></li><li>• <i>Collaborations for Policy Advocacy</i></li><li>• <i>Workplace Diversity &amp; Inclusion Initiatives</i></li><li>• <i>Supporting LGBTQ+ Small Businesses</i></li><li>• <i>Research and Development Partnerships</i></li></ul>



# Areas of Focus (cont.)

 <b>Global &amp; Regional Focus: (Latin America, APAC, EMEA, Southern States)</b>	<b>Government</b>	<b>Identity-Centric</b>
<p>Work focused on the globalization of ERGs and BRGs, best practices tailored by geography/role/function, cultural and linguistic challenges and opportunities.</p>	<p>LGBTQ+ identities and diversity, equity, inclusion, and belonging (DEIB) work within government agencies.</p>	<p>Learning focused on the experiences and inclusion of diverse identity groups across the LGBTQ+ spectrum, including but not limited to trans, nonbinary, ace, aro, bi+, gay, lesbian, poly, Queer, and intersex.</p>
<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>LGBTQI+ Rights and Advocacy in LATAM</i></li><li>• <i>Cultural Diversity and LGBTQIA+ in APAC</i></li><li>• <i>Legal and Social Progress in EMEA Countries</i></li><li>• <i>Challenges Facing LGBTQ+ Individuals in Emerging Economies</i></li><li>• <i>International Solidarity and Support Networks</i></li><li>• <i>Workplace Inclusion Practices Across Regions</i></li><li>• <i>Education and Awareness Initiatives in Diverse Cultural Contexts</i></li><li>• <i>Migration and Asylum for LGBTQI+ Globally</i></li><li>• <i>Elevating Regional Conferences and Summits on LGBTQI+ Issues</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>LGBTQ+ Representation in Government</i></li><li>• <i>Inclusive Policies in Government Employment</i></li><li>• <i>Training and Education for Government Employees</i></li><li>• <i>Government Initiatives Supporting LGBTQ+ Rights</i></li><li>• <i>Legal Advocacy and Support Services</i></li><li>• <i>International Diplomacy and LGBTQ+ Rights</i></li><li>• <i>Community-Government Partnership Models</i></li><li>• <i>Data Collection and Research on LGBTQ+ Issues</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Cultural Expressions of LGBTQ+ Identities</i></li><li>• <i>Racial and Ethnic Identities in LGBTQ+ Contexts</i></li><li>• <i>Disability and Neurodiversity in LGBTQ+ Populations</i></li><li>• <i>Age and Generational Perspectives in LGBTQ+ Experiences</i></li><li>• <i>Non-Binary and Genderqueer Identities</i></li><li>• <i>Historical Perspectives on LGBTQ+ Identities</i></li><li>• <i>Faith and Spirituality in LGBTQ+ Communities</i></li><li>• <i>Ace and Aro Identities</i></li><li>• <i>Poly and Ethical Non-Monogamous Identities</i></li></ul>



# Areas of Focus (cont.)

 <b>Intersectionality</b>	<b>Leadership &amp; Professional Development</b>	 <b>Mental Health &amp; Well-Being</b>
<p>Sessions covering the intersection of LGBTQ+ identities with other aspects of being including, but not limited to disability, neurodiversity, race/ethnicity, religion, generations, and class.</p>	<p>Strategies for building the leadership and resiliency skills required to grow one’s leadership role as an out LGBTQ+-identified individual in the workplace.</p>	<p>Building resilience, managing time/energy, strategies to thrive while doing emotional labor, and employee wellness programs.</p>
<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Race and Ethnicity Focus</i></li><li>• <i>Gender Identity and Expression Focus</i></li><li>• <i>Sexual Orientation Focus</i></li><li>• <i>Disability and Accessibility</i></li><li>• <i>Socioeconomic Status</i></li><li>• <i>Age and Generational Challenges</i></li><li>• <i>Religion and Spirituality</i></li><li>• <i>Geographic and Regional Differences</i></li><li>• <i>Health and Wellness</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Leadership Skills for LGBTQ+ Advocates &amp; Allies</i></li><li>• <i>Leadership Skills for LGBTQ+ Individuals</i></li><li>• <i>Queer Career Advancement Strategies</i></li><li>• <i>Networking and Mentorship (advisors, champions)</i></li><li>• <i>Diversity and Inclusion Education for Leaders</i></li><li>• <i>Entrepreneurship and LGBTQ+ Owned Businesses</i></li><li>• <i>Navigating the Workplace as LGBTQ+</i></li><li>• <i>Professional Development Resources and Tools</i></li><li>• <i>Public Speaking and Communication Skills</i></li><li>• <i>Emotional Intelligence and Resilience Building</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Access to LGBTQ+ Affirming Mental Health Care</i></li><li>• <i>Mental Health Challenges in LGBTQ+ Youth</i></li><li>• <i>Coping Strategies for Stress and Anxiety</i></li><li>• <i>Substance Abuse and Recovery Support</i></li><li>• <i>Suicide Prevention and Awareness</i></li><li>• <i>The Impact of Discrimination on Mental Health</i></li><li>• <i>Mindfulness and Self-Care Practices</i></li><li>• <i>Support Systems and Community Resources</i></li><li>• <i>Therapy and Counseling Techniques</i></li><li>• <i>Mental Health Advocacy and Stigma Reduction</i></li></ul>

# Areas of Focus (cont.)

Resource Groups	Storytelling	Talent Acquisition & Retention Strategies
<p>The evolution of ERGs and BRGs and how they relate to work in DEIB, Environmental, Social &amp; Governance, and Corporate Social Responsibility functions.</p>	<p>Skills around developing and delivering personal narratives and examining the ways to use stories to inspire change at work. (Previously called Leveraging Narratives)</p>	<p>Identifying, recruiting, and retaining LGBTQ+ talent; programs to prepare organizational recruitment teams to engage inclusively.</p>
<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• Formation/Management of LGBTQ+ ERGs</li><li>• Best Practices for Engaging Allies in ERGs</li><li>• Leveraging ERGs for Workplace Inclusion</li><li>• Networking and Collaboration Across Industries</li><li>• ERGs and Corporate Social Responsibility</li><li>• Event Planning and Community Outreach</li><li>• Professional Development Through ERGs</li><li>• Measuring the Impact of ERGs on Business Outcomes</li><li>• Diversity and Inclusion Metrics for ERGs</li><li>• ERG Advocacy and Policy Influence</li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• Personal Narratives and Life Stories</li><li>• Storytelling for Advocacy and Social Change</li><li>• Creative Writing and Literary Expression</li><li>• Oral Histories and Community Projects</li><li>• Corporate Storytelling for Diversity and Inclusion</li><li>• Healing and Therapy Through Storytelling</li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• Inclusive Recruiting Practices</li><li>• LGBTQ+ Friendly Workplace Policies</li><li>• Employer Branding for DEIB</li><li>• Building a Supportive Onboarding Experience</li><li>• Retention Strategies Emphasizing Belonging</li><li>• Benefits Compensation for Diverse Workforces</li><li>• Employee Feedback and Continuous Improvement</li><li>• Networking and Professional Growth within LGBTQ+ Communities</li><li>• Remote and Flexible Work Arrangements for Inclusion</li></ul>

# Areas of Focus (cont.)

Trans, Nonbinary, and Gender Expansive Leadership	Workplace Culture	Workplace Policies, Practices & Benefits
Sessions focused specifically on innovation and best practices for developing a trans/nonbinary talent pipeline and cultivation strategy, both at the individual and organizational levels.	Working to understand, address, and transform the attitudes, beliefs, and behaviors that shape employee experiences. (Previously called Belonging & Workplace Culture).	Evolving inclusive benefits; protecting benefits from legislative attacks; global indices and market norms of inclusive businesses; innovative best practices, “glocal” (Global-Local) approaches to inclusion initiatives; challenges to implementation.
<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Breaking Barriers to Executive Leadership Positions</i></li><li>• <i>Inclusive Hiring Practices for Trans and Nonbinary Individuals</i></li><li>• <i>Support Systems for Gender Expansive Professionals</i></li><li>• <i>Navigating Transition in the Workplace</i></li><li>• <i>Mentorship and Career Advancement</i></li><li>• <i>Creating Safe and Affirming Work Environments</i></li><li>• <i>Advocacy and Representation in Decision-Making Roles</i></li><li>• <i>Training and Education on Gender Diversity</i></li><li>• <i>Networking Opportunities for Trans and</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Creating Inclusive and Affirming Work Environments</i></li><li>• <i>Addressing Microaggressions and Bias</i></li><li>• <i>Implementing Diversity and Inclusion Training Programs</i></li><li>• <i>Building Allyship and Support Networks</i></li><li>• <i>Strategies for Enhancing Employee Engagement</i></li><li>• <i>Policies for Work-Life Balance and Mental Health Support</i></li><li>• <i>Celebrating LGBTQ+ Identities and Cultures in the Workplace</i></li><li>• <i>Feedback Mechanisms and Continuous Improvement Processes</i></li><li>• <i>Leadership Accountability in Fostering Inclusion</i></li></ul>	<p><b>Subtopics include:</b></p> <ul style="list-style-type: none"><li>• <i>Inclusive Health and Insurance Benefits</i></li><li>• <i>Family and Parental Leave Policies</i></li><li>• <i>Gender-Affirming Healthcare Coverage</i></li><li>• <i>Anti-Discrimination and Harassment Policies</i></li><li>• <i>Diversity and Inclusion Training Initiatives</i></li><li>• <i>Flexible Work Arrangements</i></li><li>• <i>Relocation, and Remote Work Policies</i></li><li>• <i>Employee Resource Groups and Support Systems</i></li><li>• <i>Professional Development and Career Advancement Opportunities</i></li><li>• <i>Recognition and Rewards Systems</i></li></ul>

# 2024 Session Formats

The 2024 Workplace Summit will offer content for both in-person and virtual attendees and feature a mix of session styles. Use these tables to help you design your proposed session.

Session Type	Length	Outline	Format	Room Setup
Pre-Conference Day, Monday, October 7, 2024.				
Practitioner Leadership Labs	1.5 - 2.5 hours	Hands-on deep dive into DEIB practice areas.	Interactive Workshop	Classroom or Roundtable
Trans & Nonbinary Leadership	1.5 - 2.5 hours	Career mobility, visibility, representation, storytelling, career advancement, and DEI advocacy for out-at-work transgender and nonbinary executives and ascending executives.	Any	Any

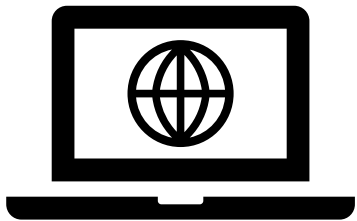


Session Type	Length	Outline	Format	Room Setup
Workplace Summit, Tuesday, October 8 – Thursday, October 10, 2024.				
Best Practices and Case Studies	60 or 90 mins	Share the decision-making process that led to game changing solutions or examine a specific issue and how your organization developed solutions and resources.	Presentation or panel with attendee interaction	Classroom or Theatre
Skill-Building Workshop	60 or 90 mins	Discussion of a specific issue or challenge and how individuals can learn, understand, and change the landscape. These sessions are focused on teaching skills and tactics to create individual and/or organizational change.	Interactive Workshop	Classroom or Roundtable
Primer	60 or 90 mins	Learning session focused on teaching critical skills around a specific issue.	Interactive Workshop	Classroom or Roundtable
Roundtable	60 or 90 mins	Roundtable sessions feature brief presentation content but focus primarily on engaging learners in interactive experiences where they exchange information, collectively work towards solutions, and build community.	Interactive Workshop	Roundtable

# Session Modality

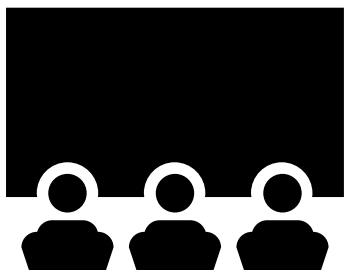
## Eligible for Livestream: Workplace Summit

These sessions are presented in-person and livestreamed to the virtual audience. Sessions are also recorded and utilized in Out & Equal's Global Hub content library. Select this category ONLY if your proposal actively engages the virtual audience and be sure to specify that engagement in your proposal. Even if your proposal does not get selected for the limited number of livestream slots, it will be automatically considered for an In-Person Only session. If you are presenting in person and do not want to be considered for livestreaming, select In-Person Only.

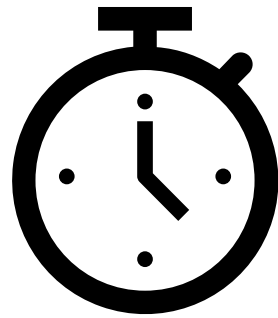


## In-Person Only: Workplace Summit OR Pre-Conference Day

Select this option if your session does not incorporate virtual engagement. Your proposal should highlight the elements of in-person interactivity (debate, roundtable, workshop, small group work, etc.). Proposals nominated as Eligible for Livestream but not selected in the final livestream program will be automatically considered for In-Person Only. The majority (80%+) of Summit sessions are delivered In-Person Only.



# Length of Sessions



**Pre-Conference Day sessions:**  
90 or 150 minutes.

**Workplace Summit sessions:**  
60 or 90 minutes.

*If you can fit any timeframe, select all the options that apply in the online proposal form.*



# Target Audience

Please select the knowledge level that best describes the audience with whom the content of your session will resonate. This information will be public to Summit attendees.

**Introductory:**

Specifically for newcomers to LGBTQ+ workplace equality and/or first-time Summit attendees. These sessions build vital knowledge. Approximately 50% of Summit attendees are first-timers.

**Intermediate:**

Assumes 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 and build belonging.

**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 do not require foundational education as part of the session.





# Supplemental File Upload (optional)

If you want to send any additional information as attachments, add them here..

An example of a file upload may include your takeaway item if you already have it.

**DO NOT ATTACH YOUR PROPOSAL.**

Proposal details must be submitted using the form, or they will not be considered for acceptance.



# Primary Contact for Proposal Communications

This person will be the central point of contact for all communications regarding your proposal. Please have the same Primary Contact for all your organizational proposals.

## The session Primary Contacts:

- Are notified of acceptances/nonacceptance, as well as any other updates;
- Are responsible for communication all relevant information to all Presenters for the session; and
- Need not be a Speaker.

Email communications including the notification of selection status will come both from the proposal portal, Stova, and from Out & Equal. **Please ensure you add [noreply@mail.aventri.com](mailto:noreply@mail.aventri.com) and [learning@outandequal.org](mailto:learning@outandequal.org) to your safe sender email contact list.**

## Primary Contact Responsibilities:

The Primary Contact is responsible for keeping their speaking teams and other internal stakeholders updated. If Speakers/Presenters contact us individually, we will direct them to the Primary Contact. This allows Out & Equal's small yet mighty Programs team to best serve the myriad needs of our learning community.



# Presenter Form in the Proposal Portal

We require demographic information to ensure diverse representation at the Workplace Summit.

- Self-identification is a requirement for Speakers. *(See next page for details.)*
- **There may be no more than four Presenters per session including the Moderator.** The online form will default to listing the proposal Primary Contact as the first Speaker. You can override this if needed by simply typing over that auto-filled text.

Please complete the required field for each Presenter added.

- If the person submitting does not have demographic information for a Speaker, enter their email address and information into the Presenter section of your proposal submission. The Speaker will receive an automatic email from Stova to create a profile and then they may enter their own demographic information into their profile. All presenters must complete an account profile.

(continued)



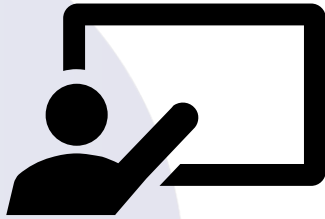
# Presenter Form in the Proposal Portal (cont.)

**Proposals without all Presenters identified with completed profiles, including full demographic information, cannot be considered. *Please plan to complete your Presenter profiles 72 hours before submission to ensure a complete proposal.***

**For each Presenter, you will need to enter:**

- ✓ Full Name
- ✓ Email
- ✓ Profile Type: *Indicate “Presenter”*
- ✓ CC Email: *Complete this if you would like another person in your organization to receive a copy of your submission and be ccd on all communications.*
- ✓ City
- ✓ Country
- ✓ Position Title
- ✓ Race/Ethnicity
- ✓ Pronouns
- ✓ Sexual Orientation
- ✓ Gender Identity
- ✓ Disability
- ✓ Short Bio

# Still Have Questions?



**REGISTER** for the [Call for Proposals Briefing Webinar](#), a Partner-exclusive benefit.



**EMAIL** [learning@outandequal.org](mailto:learning@outandequal.org) with the subject line: **2024 Summit Proposal – [Your Organization's Name]**.