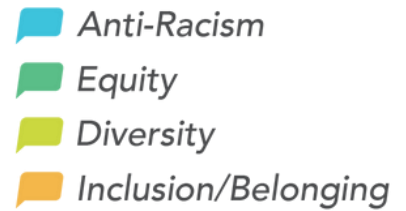




WASHINGTON DEI
**EMPOWERMENT
CONFERENCE**



Hi there,

If you're reviewing this document, it's because you are interested in being a presenter at our 2023 Washington State Employee DEI Empowerment Conference.

To start, thank you! Our conference is built each year with the belief that shared power and voices are what build our understanding and skills as a state workforce to better serve the people of Washington and your participation is invaluable to that.

As a government entity, we have processes we are required to follow in presenter management. We have designed this step by step guide to reduce barriers to your engagement as a potential presenter at this year's WA DEI Empowerment Conference.

Please use this document as your guide. Reach out to our conference organizers anytime with questions you might have at WAStateEmployeeDEIConference@ofm.wa.gov. Our ultimate goal is to help you navigate through this process as easily as possible.

With that in mind, below are the various steps and timelines of what it takes to become registered presenter from application to payment.

We will be providing info sessions for potential presenters to reduce barriers to this process and provide additional resources, check in at the [DEI Conference Site](#) for dates.



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-  Anti-Racism
-  Equity
-  Diversity
-  Inclusion/Belonging

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01

About the Conference

The 2023 Conference theme is "Bridging Gaps and Leaning into Action". The Conference takes place each Wednesday in June (6/7/23, 6/14/23, 6/21/23, 6/28/23) and is held virtually over Zoom. We are committed to supporting statewide and agency-specific equity and anti-racism work, with the goal of building more just systems and fostering a culture of inclusion and belonging with our state workforce.

02

Application Process

The information collected in the application form will be used to select this year's presentations as well as to create presentation marketing materials. The conference will focus on a different topic each Wednesday: Diversity, Equity, Inclusion/Belonging, and Anti-Racism. Be aware that you will need to provide a separate application for each 90-minute presentation you are suggesting for the conference. Each application will need to include an Abstract (description of the content you intend to cover) and a short personal bio for each presenter that will be facilitating this content.

We are committed to providing access, equitable opportunity and reasonable accommodation for those interested in presenting at the Conference. Email us at WASStateEmployeeDEIConference@ofm.wa.gov to request assistance in any step of the process.

02 Application Process Cont.

Presentation Details:

- Identify the topic of your presentation.
- Identify the gap/focus area reflective of our theme, "Bridging Gaps and Leaning into Action"
- Provide information on your presentation. Include an abstract, key take-aways connected to the gap area identified in the application. To view examples, visit the [Results Washington Conference Sessions Details](#).
- What is the Target Audience?
- What is your availability (choose dates and times)?

Presenter/Panelist Information:

- Name, Pronouns, Identifiers
- Provide a short personal bio for each presenter who will be a part of your presentation. To view examples visit the [Results Washington Conference Sessions Details](#).
- Provide an image of each presenter / panelist with alt text – please provide a JPG or PNG version of any committed presenters, no more than 200 KB in size.
- Please also include a description of the presenter in the image that we can use for the alt-text of that image.
- Provide any previous experience presenter(s) have had facilitating to groups of individuals (large or small).

Presentation Compensation Information:

- Be ready to provide your estimated fee to provide the 90-minute presentation and to follow the steps in this process.

03

Contracts & Agreements

If your presentation is selected for the 2023 conference, we will contact you and begin the presentation agreement or contracting process.

Complete and sign the formal speaker contract – this form outlines the terms and agreements to which you agree to present at our conference and the rate of compensation for your participation as a presenter. An example agreement will be sent to you automatically when we receive your application.

Complete the release form – as part of our commitment to accessibility we would like to record presentations so that they are made available for employees who are unable to attend the live conference or who need to review content. This form authorizes us to record your session.

04

Presentation Accessibility

Content Accessibility – our core principle of the Washington State Employee DEI Empowerment Conference is that it is accessible for all state employees who wish to attend.

Presenters are required to provide presentations that are accessible. How can you make your presentation accessible? [Review the tips at University of WA DO-IT website](#) or contact us with questions or if you need assistance.

Conference Preparation - Presenters must be available for a scheduled tech check with organizers in May.

Invoicing and Compensation

The state provides compensation for service after services are provided through a process that requires you to register as a vendor with the state and then submit an invoice. Required and optional steps below.

Required Steps for Compensation:

- If you are not already a vendor with WA State, complete the [Vendor/Payee Registration Form](#) – This form is used to get you a new Statewide Vendor Number. That number will be what you use when you submit for reimbursement.
- Provide an invoice using the template provided after your presentation is selected for the conference.

Optional Steps for Compensation:

- Complete the [Direct Deposit Form](#) (optional) – payment through direct deposit is the fastest and most secure way to receive payment from the state. Although payment through direct deposit is optional, it is our recommended form of payment.

Continuing to Contract with the State of Washington:

- If not already, [Register as a business at WEBS page](#) – WEBS is the single-entry point for anyone who wants to do business with the state. To watch tutorial, [visit WEBS YouTube channel](#).
- [Get Certified with OMWBE on the web page](#) for businesses at least 51% owned by a minority, woman, or socially and economically disadvantaged individual.