



**For Reference Only!** The PDF version of this form does not include fields for presenter details nor document upload tools that are available in the online version. The presenter details and uploads are required to move forward in the evaluation process.

If you need to save your proposal and come back to edit it later, you can save your form responses at any time by clicking the Floppy Disk Icon at the bottom of the form window.

## About the WA State Employee DEI Empowerment Conference

The 2024 Conference theme is "Equity and Belonging Through Disrupting Policy and Practice". The Conference takes place the first two weeks in June 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.

### Presenter Contact Name \*

First Name

Last Name

Pronouns

### Company Name

### State \*

### Your Web Site (if applicable)

### Phone Number \*

Area Code

Phone Number

### E-mail \*

## Presentation Information - Part 1

The 2023 Washington DEI Empowerment Conference will take place Tuesdays, Wednesdays, and Fridays in June. Sessions will be scheduled for 90 minutes, 75 minutes of that time will be allotted for presenters to complete their presentation and answer any questions from the audience. (Presenters can expect on-average 1000 live participants.) Tell us more about your presentation by answering questions in this section. The information in this section will be used to help assess the presentation's potential impact.

**Title of Your Session: \***

**Gap Area/Focus Area Described \***

## Presentation Information - Part 2

The remaining questions about your presentation will be used to help build out promotional and registration materials. These elements will be available for review by potential audience members.

**Key Takeaways or Learning Objectives \***

**Target Audience \***

- All Employees
- Recruiter/Hiring Manager
- Executive
- Contracts/Contract Manager
- Program Manager

Educators

Front Line Staff (public facing staff)

Diversity, Equity, Inclusion/Belonging, Accessibility Practitioners

**Abstract: \***

**Audience Knowledge and Experience \***

**Experience Providing a Welcoming Learning Environment \***

**Availability Selections \***

June 4, 2024 (10:15 AM - 12:00 PM) PST  
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## Presentation Team's Previous Facilitation Experience

- Facilitate virtual trainings/workshops independently
- Facilitate virtual trainings/workshops with support
- Facilitate in person trainings/workshops independently
- Facilitate in person trainings/workshops with support
- Facilitate or Co-Facilitated trainings/workshops for 10-50 learners
- Facilitate or Co-Facilitate trainings/workshops for 50-100 learners
- Facilitate or Co-Facilitate trainings/workshops for 100+ learners
- Lead discussions as a Subject Matter Expert
- Lead discussions as a Person with Lived Experience
- Create a Brave Space for discussions and learning to occur
- Develop tools for learners to advance their skills on a topic
- Previous experience providing presentation proposed for 2023 DEI Empowerment Conference

## Records / Recording Release Acknowledgement

The DEI Empowerment Conference aims to increase accessibility to our state employees with disabilities or scheduling conflicts by making session recordings available on our website for 90 days after the live sessions are complete. Session materials and recorded video are subject to Freedom of Information Act (FOIA) requests and may require release to requestors. Washington's FOIA rules can be found in the Public Records Act Chapter 42.56 RCW. We will work with selected speakers prior to their presentation to determine if a session will be recorded or if other tools will be used to provide accessibility to staff.

**Please acknowledge that you are aware the DEI Empowerment Conference is governed by the Public Records Act of Washington State (RCW 42.56) which allows the public to review government records, with a few exemptions. Check out RCW 42.56 for more details about public records requests in Washington.**

I understand that materials I submit and recordings of my presentation are subject to the rules listed in 42.56 RCW

## ADA & WCAG Accessible Materials

**I agree to work with Washington State Employee DEI Empowerment Conference Coordinators to ensure a <strong>final WCAG and ADA Accessible version of my presentation is submitted by May 1, 2024. \***

YES

NO

## Fees and Fee Eligibility

**Are any of your presenters currently employed full time by the state of Washington?**

YES

NO

**Are any of your presenters retired from state service in Washington?**

YES

NO

**Presentation Fees \***

## Presentation Proposal Finalization

In the Review and Submission step, please review your full proposal for completeness and accuracy before final submission.

Reference Only