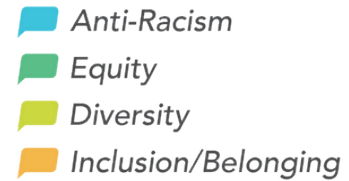




WASHINGTON DEI
**EMPOWERMENT
CONFERENCE**



Hi there,

If you're reviewing this document, it's because you are interested in being a presenter at our 2024 Washington State Employee DEI Empowerment Conference.

To start, thank you! Our conference is organized each year with a belief in shared power and a desire to uplift voices. As state employees, we believe engaging with new ideas and different lived experiences is what builds our understanding and skills to better serve the people of Washington. 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 Washington State Employee DEI Empowerment Conference.

Please use this document to help you navigate the steps required. You may also reach out to our conference organizers with questions at WAStateEmployeeDEIConference@ofm.wa.gov. We are here to help you navigate through this process as easily as possible.

With that in mind, we have listed the steps and timelines that below are the various steps and timelines of what it takes to become a 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.

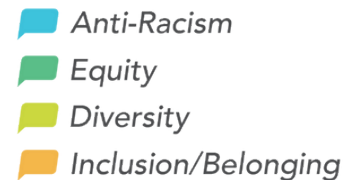


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About the Conference

The 2024 WA DEI Empowerment Conference's theme is Equity & Belonging Through Disrupting Policy & Practice. When we say "Disrupting", we are looking for presentations that will provide information on the importance of pausing and analyzing our current policies and practices to help us identify and remove barriers. We are committed to supporting statewide and agency-specific efforts to build a broad path towards equity, anti-racism and belonging in the workplace.

The Conference takes place in June and is held virtually over Zoom. Sessions will be Tuesdays, Wednesdays, or Thursdays. We are working on finalizing which combination of dates the conference will be held on, so we are asking for your availability for all possible dates (6/4-6, 6/11-13, 6/18-20, & 6/25-27). 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.

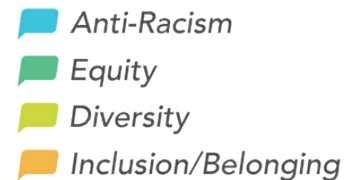
Proposal Process

The information collected on the proposal form will be used to select this year's presentations as well as to create presentation marketing materials. Be aware that you will need to provide a separate proposal for each 90-minute presentation you suggest for the conference.

To complete the online presentation proposal, you will be asked to provide information in several categories of information. Specifically, general contact information, presentation information, presenter information, records release acknowledgement, and an ADA & WCAG accessibility acknowledgment.



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Before you get started, make sure you have an idea for a description of the content you intend to cover, key concepts you would like attendees to leave the presentation with (key take-aways or learning objectives), a short personal bio for each presenter that will facilitate this content, contact information, and your presenter's/presentation team's calendar availability.

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

The save icon looks similar to this:



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.

Submit Presentation & Presenter Details

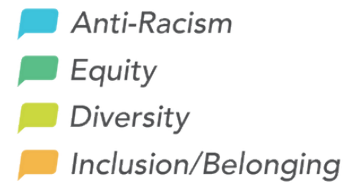
Use the online proposal submission form to submit your application to present. You may use the [PDF reference version of the proposal submission form \[PDF\]](#) to help you gather your proposal details before completing the online version of the form. If you are unable to use the online version of the form for proposal submission, please contact WASStateEmployeeDEIConference@ofm.wa.gov for assistance.

The basic steps to submit a proposal are listed below.

1. **Identify the topic of your presentation reflective of our theme**



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“Equity & Belonging Through Disrupting Policy & Practice”

2. **Identify the gap/focus areas** from the [Gaps list \[PDF\]](#) that your presentation will address, if any.
3. **Provide information about your suggested presentation** by submitting a presentation proposal form. The form will ask you to share details including:
 - an abstract (description of your presentation used a marketing tool)
 - a list of key take-aways
 - how your content is connected to the gap areas identified in the application
 - your target audience (all staff, HR, Leaders, etc.)
 - your availability on Tuesdays, Wednesdays, and Thursdays in June 2024. (June 4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26 & 27)
4. **Identify any presenters, co-presenters, or panelists** that you would like to include in your presentation. The form will ask you to share details including:
 - Name, Pronouns, Identifiers
 - Provide a short personal bio for each presenter who will be a part of your presentation. To view examples of abstracts and bios, visit the [2023 DEI Empowerment conference presentation information](#).
 - Provide any previous experience presenter(s) have had facilitating to groups of individuals (large or small).
5. **List the fee you will request** to provide the 90-minute presentation. Make sure to take into consideration the time and effort required to follow the steps in this process and build your fee accordingly.



Presentation Content Limitations

Because presentations are intended for all state employees and are being sponsored by a state agency, we must adhere to state ethics guidelines. For more information about ethics in state government please see the [Ethics in Public Service Act, RCW 42.52](#).

Please avoid the following during your presentation:

- Noticeable partisan political stances and campaigning
- Fundraising requests (for non-profits or other entities)
- Sales pitches or advertising for goods and services

Presentation Accessibility

Content Accessibility

One of the Washington State Employee DEI Empowerment Conference core principles is that accessibility is equity. We aim to ensure that conference content is accessible to 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 1-hour scheduled tech check with organizers in May. In this session we will talk through the production details of your Zoom presentation and ask you to walk us through your materials.



Presenter Headshots

If your presentation is selected for the 2024 conference, we will contact you and ask you to provide these additional items:

- **an image of each presenter / panelist** – please provide a JPG or PNG version of any committed presenters, no more than 200 KB in size.
- **a description of the image of the presenter.** We will use this description to create alt text in the image to make the image accessible for screen readers. (As an example a description might be: “Mickey Mouse, a cartoon mouse character dressed in his famous red shorts and yellow shoes.”)

Contracts & Agreements

If your presentation is selected for the 2024 conference, we will contact you and begin the presentation agreement or contracting process.

Complete and sign the formal speaker contract

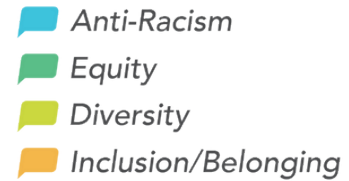
The speaker contract outlines the terms and agreements to which you agree to present at our conference and the rate of compensation for your participation as a presenter. A speaker-specific contract will be sent to selected speakers for signature. An example agreement will be sent to the email address associated with the proposal submission form for a review of the basic contract template.

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. If you agree to having your presentation recorded, we will ask anyone who



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will be presenting or appearing on-screen during your presentation to complete a release form. An example of the release form will be sent to the email address associated with the proposal submission form for review. Please note that all recordings are subject to [RCW 42.56](#) and may be released to the public if a request is received.

Invoicing and Compensation

The state provides compensation for service after services are provided. The compensation process requires you to register as a vendor with the state and then submit an invoice after your presentation. There are a few additional optional steps as well. Required and optional steps are listed below.

Required Steps for Compensation:





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

Optional Steps for Compensation:

- Complete the [Direct Deposit Form \[PDF\]](#) (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.



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

Optional Steps for 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 a 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.

Reference Information

The documents below are examples and sample templates of documents presenters will be asked to sign or submit. These document samples are for reference only. Presentation-specific versions will be sent to presenters if their presentation proposal is selected.

- [Contract example template \[PDF\]](#)
- [Image release example template \[PDF\]](#)
- [Invoice example template \[PDF\]](#)