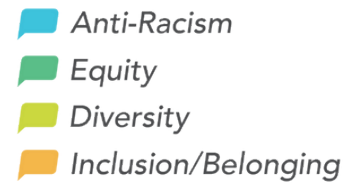




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Hi there,

If you're reviewing this document, it's because you are interested in being a presenter at our 2025 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 WASStateEmployeeDEIConference@ofm.wa.gov. We are here to help you navigate through this process as easily as possible.

With that in mind, below we have listed 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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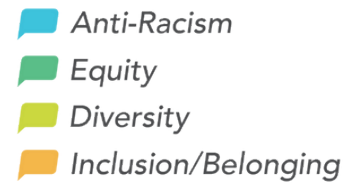
-  Anti-Racism
-  Equity
-  Diversity
-  Inclusion/Belonging

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About the Conference

2025 Conference Theme

The 2025 WA DEI Empowerment Conference's theme is **Embedding Meaningful Access and Inclusion in Everything**.

As state employees, our ultimate goal is to serve people and advance equity in Washington state. We aim to deliver services and information that our customers can easily find, access, understand, and use. But how can we accomplish this when our customers are diverse, with varying perspectives, preferences and needs?

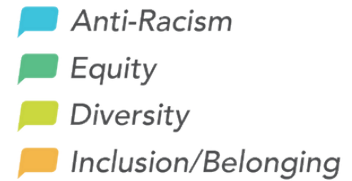
To serve well and advance equity, we must prioritize meaningful access and inclusion. We need to learn from and amplify the voices of people impacted by ableism, racism, and all forms of othering and exclusion. And we must be thoughtful in applying what we learn – understanding that each person's experience is complex and unique.

We are looking for presentations that demonstrate how we can embed meaningful access and inclusion in our goals, day-to-day practices, and workplace culture. Together, conference sessions will contribute to building a culture that centers people and prioritizes equity, access, accessibility, and inclusion to meet their needs. 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.

The Conference takes place the first two Wednesdays and Thursdays in June and is held virtually over Zoom. Each presentation will be scheduled for a single session on **one of the following dates, June 4, June 5, June 11, or June 12**.



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
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 60-minute presentation** you suggest for the conference.

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

Before you get started, make sure you have 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.

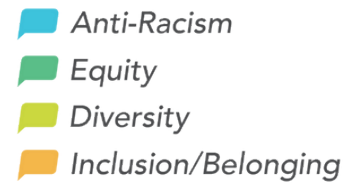
If you need to come back to edit your proposal draft later, you can save your form responses at any time by clicking the Floppy Disk Icon at the bottom of the form window.

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.



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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.

Identify the topic of your presentation reflective of our theme “Embedding Meaningful Access and Inclusion in Everything”

Identify the learning focus areas from the [Learning Focus Areas 2025 list \[PDF\]](#) that your presentation will address, if any.

Provide information about your suggested presentation by submitting a presentation proposal form. The form will ask you to share details including:

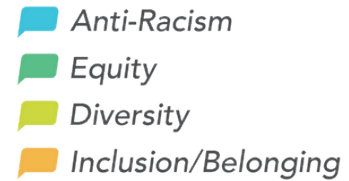
- an abstract (description of your presentation used as a marketing tool) that describes the connection to the related learning focus areas
- a list of key take-aways
- your target audience (all staff, HR, Leaders, etc.)
- the type of presentation (musical, lecture, art display, etc.)
- your availability on conference dates June 4, June 5, June 11, and June 12.

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



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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).

List the fee you will request to provide a combined presentation and Q&A session up to 70 minutes (45 minutes of presentation with 25 of Q&A, 60 minutes of presentation with 10 minutes of Q&A, or any other combination of 70 minutes).

Keynotes sessions will include 30 minutes of conference coordinator housekeeping presentations for a total run time of 100 minutes, all other sessions will include 20 minutes of conference coordinator presentation for a total run time of 90 minutes).

When building your fee, make sure to **take into consideration** the time and effort required to register as a statewide vendor and to ensure shareable presentation and hand-out materials are screen-reader accessible in addition to your typical fee considerations.

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. Review our list of [required accessibility elements](#). If you need assistance or have questions contact us.

How can you make your presentation more accessible? [Review the tips at University of WA DO-IT website](#).

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.

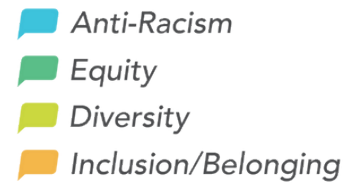
Presenter Headshots

If your presentation is selected for the 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.



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- **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 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 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 [State-Wide Vendor registration submission via DocuSign](#). This form is used to get you a new Statewide Vendor Number. That number will be what you use when you submit for reimbursement.

While we recommend electronic submission through DocuSign, you may choose a different submission option from our website [Vendor Registration information page](#). Start this Vendor Registration process early to ensure a quick and smooth payment process.

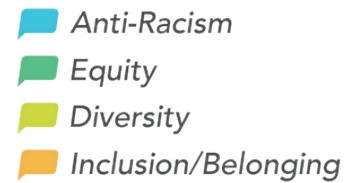
- Provide an invoice using the template provided after your presentation is selected for the conference.

Optional Steps for Compensation

- Complete the [Direct Deposit form electronic submission via DocuSign](#) (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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While we recommend you complete this form electronic through DocuSign, you may choose a different submission option from our website [direct deposit information](#) page. Start the direct deposit process early to ensure a quick and smooth payment process.

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 \[PDF\]](#)