



# WASHINGTON DEI EMPOWERMENT CONFERENCE

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

## DEI Empowerment Conference

### 2026 Presentation Proposal Form Reference

#### How to Use This Preparation Guide

This document lists all the questions you'll see in the online presentation proposal form. You can use it to plan your answers at your own pace before you submit the form.

You might find it helpful to:

- Review the questions so you know what information you'll need.
- Review the [Proposal Evaluation Elements \[PDF\] \(0.1MB\)](#) to understand how presentation proposals will be evaluated.
- Draft your responses in a separate document where you can edit and refine your ideas.
- Gather any details—such as your session description, learning objectives, or presenter bio—before entering the online form.
- Share these questions with co-presenters so everyone can prepare together.

When you're ready, you can copy your final responses into the online proposal form. This guide is for your convenience only.

We are committed to access, equity, and inclusion for all potential presenters. If you need help completing this form or require an accommodation, please email

**WASStateEmployeeDEIConference@ofm.wa.gov.**

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Thank you for your interest in presenting at the **Washington State Employee DEI Empowerment Conference.**

Applications close **January 13, 2026, at 12 p.m. (noon) PST.** Selected presenters will be notified **March 13, 2026.**

## Before You Begin

You'll need:

- Your contact information
- Presentation title and description
- 3-5 learning objectives or key learning takeaways
- Short bio(s) for each presenter
- Dates you're available to present

You can save your progress anytime by clicking the **Save icon** at the bottom of the page.

Estimated completion time: **20–30 minutes**

## Part 1: Presenter Contact Information

### Presenter Contact Name

First Name | Last Name | Pronouns

### Organization or Employer

### Website (if applicable)

### Email Address

### Phone Number

## Part 2: About Your Presentation & Facilitation Strategy

### How will you engage the audience?

The conference uses **Zoom Events** to host sessions. Please note that attendees **cannot unmute themselves or turn on video**, so interactive tools work differently than in a standard Zoom meeting.

To make your session engaging, we encourage:

- Using the Q&A feature for questions and discussion
- Sharing pre-defined polls to gather audience feedback
- Using emoji reactions to check understanding or gauge responses
- Incorporating short video clips to illustrate key points
- Limited, intentional use of the Chat feature for comments or reflections

These tools allow presenters to interact with a large audience (approximately 2,000 participants) while keeping the session accessible and organized. Think about how to

include information about your engagement strategies when you are developing your session description, learning objectives, your description of creating a welcoming and inclusive learning environment, and speaker biography (bio).

#### *Presentation and Facilitation Strategy Resource Links*

- [Learning Focus Areas \[PDF\] \(0.1MB\)](#)
- [Learning Objectives Development Tips \[PDF\] \(0.1MB\)](#)
- [Presenter Biography Development Tips \[PDF\] \(0.1MB\)](#)
- [Session Description Development Tips \[PDF\] \(0.1MB\)](#)

### **Session Title**

#### **Session Description (250 words max)**

Briefly describe your presentation, its purpose, and how it connects to the 2026 theme: *“Belonging and Home: Exploring Equity Through Location and Migration.”*

#### **Which learning focus area(s) best align with your presentation?**

We want sessions that help employees and agencies make real progress on equity, inclusion, and accessibility. Think about the change your presentation could inspire. Please select the **top 3 focus areas** that best describe your session.

If your presentation fits outside of these focus areas, please select "Other" and provide a description.

- How privilege and oppression (racism, ableism, sexism, etc.) show up in the workplace
- Tools to spot and remove barriers in systems, policies, and practices
- Exercises and approaches to help people reflect on their own biases and grow in equity
- How to be a courageous ally and advocate for change
- Ways to address unhealthy power dynamics in meetings, decisions, and conflicts
- Building equity and anti-racism into policies and everyday practices
- Using data responsibly to uncover and address inequities
- Identifying and fixing barriers in hiring, promotions, and retention (like childcare challenges or biased job descriptions)
- Making HR policies fair and inclusive for everyone
- Holding yourself and leaders accountable for advancing equity
- Increasing supplier diversity and fair contracting practices
- How change management affects equity and inclusion efforts
- Handling pushback or tension around DEI and anti-racism work

- Supporting the well-being and empowerment of historically marginalized groups
- Sharing lived experiences, community perspectives, and stories from affinity groups
- Showcasing cultural expression, arts, and storytelling that reflects diverse communities
- Sharing examples of agencies successfully improving equity and inclusion
- Strategies for sharing power and partnering with communities (PEAR strategies)
- Other (please describe): \_\_\_\_\_

**Presentation Style** (check all that apply):

- Art display or performance
- Lecture / Training / Workshop
- Storytelling or lived experience
- Agency or community success story / Pro-Equity Anti-Racist (PEAR) and Equity Impact Strategies
- Other: \_\_\_\_\_

**Presenter Experience** (check all that apply):

- Facilitated virtual trainings/workshops
- Facilitated in-person trainings/workshops
- Led discussions as a subject matter expert or person with lived experience
- Created tools to support ongoing learning or equity work
- Provided training sessions for audiences of 1000 participants or more
- Developed or presented this content previously

**Describe how you create a welcoming, inclusive learning environment:**

Provide a brief summary. Share specific behaviors and tactics as appropriate.

*(short answer)*

## Part 3: Audience Expectations

### Key Takeaways / Learning Objectives

Learning objectives describe what attendees will be able to do, know, or understand after your session. List the **top 3-5 things** attendees will learn or experience.

- Use specific, action-oriented words (e.g., identify, describe, apply, practice, analyze).
- Focus on the attendees' outcomes, not the presenter's activities.
- Keep objectives measurable and achievable in your session time.
- Limit to 3-5 key objectives.

Example:

- Participants will identify common barriers to equitable hiring.
- Participants will apply a tool to assess inclusion in their team.
- Participants will reflect on their own assumptions and biases related to members of the \_\_\_\_ community and how those impact their interactions with the public.

**Target Audience** (check all that apply):

- All Employees
- Frontline Staff (employees who interact directly with the public)
- People Managers / Supervisors
- Executives / Senior Leaders
- Program Managers
- Recruiters / Hiring Managers
- Contracts or Procurement Staff
- Human Resources Professionals
- Diversity, Equity, Inclusion, Belonging, or Accessibility Practitioners
- Educators or Trainers
- Legal, Policy, or Compliance Professionals

**Expected Audience Experience Level**

- New to topic (Emerging)
- Inexperienced (Developing)
- Some background (Performing)
- Advanced / Substantial experience (Transforming)

## Part 4: Accessibility and Materials

Accessibility is a core value of this conference. All presentations and materials must meet **WCAG 2.1 AA and ADA** standards.

**Acknowledgement:**

I agree to work with conference coordinators to ensure a **final accessible version** of my materials is submitted by **May 4, 2026**.

## Part 5: Public Records and Recording

All conference materials and recordings are public records. Under **RCW 42.56 (Public Records Act)**, materials may be shared upon request. For more details about our records release requirements you can read the Revised Code of Washington (RCW) at <https://app.leg.wa.gov/rcw/>

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. 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 other accessibility options to staff.

**Acknowledgement:**

I understand that materials I submit and any recordings of my session may be released under the Public Records Act.

## Part 6: Fee Eligibility and Compensation

State rules may limit when presenters can receive payment.

**Are you currently employed full-time by the State of Washington?**

State employees should review RCW 42.52.120 and RCW 42.52.130 (ethics and honoraria).

Yes  No

**Are you retired from Washington State service?**

Some retirees may not be eligible for payment based on their retirement agreement. This is determined on a case-by-case basis.

Yes  No

**Presentation Fee (90 minutes):**

Please include prep time for accessibility updates and vendor setup.

Note: Beginning **October 1, 2025**, live virtual presentations are subject to Washington State retail sales tax. Include taxes in your presentation fee request.

[Live presentations now subject to retail sales tax](#)

## Part 7: Availability

Select all times you are available to present.

- June 3, 2026 (8:15 AM - 10:00 AM) PST
- June 3, 2026 (10:15 AM - 12:00 PM) PST
- June 3, 2026 (12:45 PM - 2:30 PM) PST
- June 3, 2026 (2:45 PM - 4:30 PM) PST
- June 4, 2026 (8:15 AM - 10:00 AM) PST
- June 4, 2026 (10:15 AM - 12:00 PM) PST
- June 4, 2026 (12:45 PM - 2:30 PM) PST

- June 4, 2026 (2:45 PM - 4:30 PM) PST
- June 10, 2026 (8:15 AM - 10:00 AM) PST
- June 10, 2026 (10:15 AM - 12:00 PM) PS
- June 10, 2026 (12:45 PM - 2:30 PM) PST
- June 10, 2026 (2:45 PM - 4:30 PM) PST
- June 11, 2026 (8:15 AM - 10:00 AM) PST
- June 11, 2026 (10:15 AM - 12:00 PM) PST
- June 11, 2026 (12:45 PM - 2:30 PM) PST
- June 11, 2026 (2:45 PM - 4:30 PM) PST

## Part 8: Presenter Information

### Why are you qualified to speak on this topic?

Include your lived experience identity, expertise, description of your research, or other qualification.

### Presenter #1 Name

### Presenter #1 Pronouns

### Presenter #1 Short Bio (150 words max)

(If you will have more than one presenter or panelist, add sections for up to two additional presenters as needed. If your presentation will have more than three presenters or panelists, we will collect that information later.)

## Review and Submit

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

### Before submitting, please confirm:

- My materials will meet ADA and WCAG standards.
- I understand the Public Records Act requirements.
- I have reviewed the conference theme and learning focus areas
- I have visited [www.ofm.wa.gov/DEIconference](http://www.ofm.wa.gov/DEIconference) for more presenter resources
- I understand I will be contacted in March to let me know if my proposal has been accepted.

Click **Submit** to send your proposal.