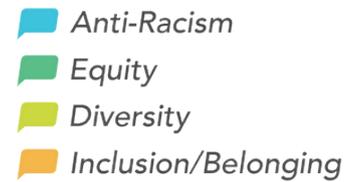




WASHINGTON DEI  
**EMPOWERMENT  
CONFERENCE**



## Washington State Diversity, Equity, Inclusion (DEI) Conference Presenter Guide

Hi there,

If you're reviewing this document, it's because you are interested in being a presenter at our 2026 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 perspectives. 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](mailto: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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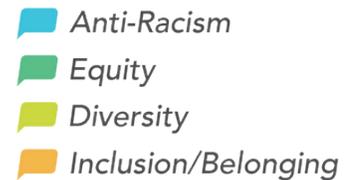
-  Anti-Racism
-  Equity
-  Diversity
-  Inclusion/Belonging

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# WASHINGTON DEI EMPOWERMENT CONFERENCE



## About the Conference

### 2026 Conference Theme

The 2026 Washington State DEI Empowerment Conference's theme is **Belonging and Home: Exploring Equity Through Location and Migration**

How does location and mobility intersect with equity? How can we build environments where everyone can thrive – no matter where home is or where you've been?

This year's conference will examine how equity is shaped by where we live and the paths we've traveled. We'll navigate urban, rural, migratory, and other geographic contexts. And we'll consider how place and movement impact opportunity, access, and belonging.

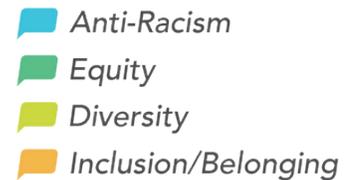
### We seek presentations that explore:

- How geographic location affects access to resources and opportunities.
- Lived experiences of navigating changes to place or landscape.
- Practical ways to address inequities in urban and rural settings.
- Migration, movement, or relocation as paths to equity and belonging.
- Strategies, research, or programs that address place-based disparities.
- Planning for customer shifts due to migration and relocation.

The DEI Empowerment Conference welcomes insights from lived experience, research, and innovative practices. Sessions will inform and inspire work across Washington state.



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## Conference Dates

The conference is conducted live on Zoom over the first two Wednesdays and Thursdays in June. Each virtual presentation will be scheduled on one of the following dates, **June 3, June 4, June 10, or June 11.**

## Proposal Process

The information collected on the proposal form will be used to select this year's presentations and to create presentation marketing materials. Please submit a separate proposal for each 90-minute presentation you suggest for the conference. (Sessions should include up to 50 minutes of presentation, at least 20 minutes of Q&A, and allow 20 minutes for conference logistics)

To complete the online presentation proposal, you will be asked to provide information in several categories: (1) presenter contact information, (2) about your presentation and facilitation strategy, (3) audience expectations, (4) accessibility and materials, (5) public records and recordings, (6) fee eligibility and compensation, (7) Availability, and (8) presenter information.

Before you get started, make sure you have:

- A [description \[PDF\]](#) of the content you plan to cover
- Key concepts or [learning objectives \[PDF\]](#) (what you want attendees to take away)
- An awareness of the [accessibility \[PDF\]](#) expectations for the conference
- A short [personal bio \[PDF\]](#) for each presenter
- Contact information
- Your team's calendar availability

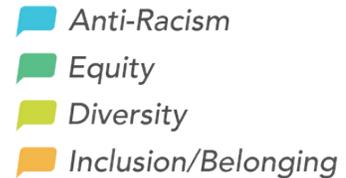
To help you clearly share your presentation details, we recommend reviewing the following documents. They highlight what matters most to the selection committee:

- [Learning Focus Areas \[PDF\]](#)
- [Proposal Evaluation Elements \[PDF\]](#)

If you need to edit your proposal later, you can save your responses at any time by clicking the Save icon at the bottom of the form window. (The icon looks like a small square with a circle in the center and a rectangle at the top.)



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We are committed to providing accessible participation, equitable opportunity, and reasonable accommodation for anyone interested in presenting at the conference. Email [WASStateEmployeeDEIConference@ofm.wa.gov](mailto:WASStateEmployeeDEIConference@ofm.wa.gov) if you need assistance with 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 [reference version of the proposal form \[PDF\]](#) to help you gather your proposal details before completing the online version. If the online form does not meet your accessibility needs, please contact [WASStateEmployeeDEIConference@ofm.wa.gov](mailto:WASStateEmployeeDEIConference@ofm.wa.gov) for assistance.

Steps to submit a proposal:

Identify the topic of your presentation that reflects our theme, **“Belonging and Home: Exploring Equity Through Location and Migration.”**

Identify the [Learning Focus Areas \[PDF\]](#) your presentation will address (if any).

Complete the proposal form and include:

- A session description that shows the connection to the focus area(s) and theme
- A list of learning objectives also known as key takeaways
- Your target audience (e.g., all staff, HR, leaders)
- The presentation type (e.g., lecture, art display)
- Your availability on conference dates (June 3, June 4, June 10, and June 11)

Identify any co-presenters or panelists. Provide the following for each:

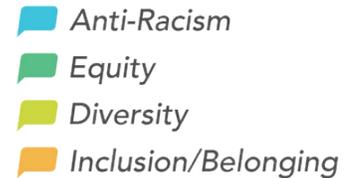
- Name, pronouns, identifiers
- A [short bio \[PDF\]](#) for each presenter, panelist, or performer
- Previous experience leading or presenting to groups

List the fee you request for a 90-minute session.

- Sessions should include up to 50 minutes of presentation or performance, at least 20 minutes of Q&A, and allow 20 minutes for conference logistics for a total of 90 minutes unless alternative run-times are agreed to in advance.
- When setting your fee, consider and include time to register as a statewide vendor and ensure that your presentation materials and handouts are screen-reader accessible, in addition to your usual fee considerations.



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## Presentation Content Guidelines

Because presentations are for all state employees and are sponsored by a state agency, presenters must follow state ethics guidelines. (See the [Ethics in Public Service Act, RCW 42.52](#), for details.)

Please ensure your presentation:

- Is nonpartisan (no political campaigning)
- Does not include fundraising requests
- Does not promote or advertise goods or services

## What to Expect For Selected Presentations

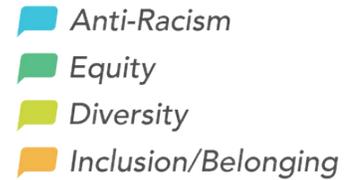
We will notify all presenters in March whether their proposal has been selected for the conference.

If your presentation is selected, here's what will happen next and how we'll support you in preparing for the event:

- **Confirm your details:** Review the email accepting your proposal and respond to confirm your presentation title, description, and presenter information.
- **Provide headshots or images:** Send individual or group headshots for your presenter team. We will include these in the conference materials. If you prefer not to share photos, we can use an alternate image or text-based graphic.
- **Plan your presentation setup:** Choose a quiet, well-lit space for your virtual presentation. We'll provide tips to help you make sure your camera and microphone work well so attendees can see and hear clearly.
- **Participate in a tech check:** Join a 60-minute session with conference organizers in May to review your materials and test your technology. While we can't guarantee everything will run perfectly on presentation day, this session helps identify and resolve most issues in advance.
- **Make your materials accessible:** Work with us to ensure your presentation and handouts meet Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) standards, so that everyone can access the content.
- **Upload your files:** Add your draft and final accessible presentation materials and handouts to the [conference folder](#) when requested.
- **Complete your contract:** Sign a presenter agreement with the Office of



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Financial Management (OFM).

- **Submit your invoice:** After your presentation, send an invoice to OFM for payment.

If you have questions or need support with any step, please contact [WASStateEmployeeDEIConference@ofm.wa.gov](mailto:WASStateEmployeeDEIConference@ofm.wa.gov).

## Confirm Presentation Details

When your presentation is selected, we'll send you an email with the information you shared in your proposal. We'll ask you to check that everything is still correct.

The email will also include a few new questions and provide the due dates for the materials we need from you.

We'll also ask what contact information you want to share with the conference audience. For example, you can choose whether to include your business name, website, or email address in the conference materials.

## Provide Headshots or Images

If your presentation is selected, we'll ask you to send an image for each presenter or panelist. The image should be in JPG or PNG format and no larger than 200 KB. You have several options for the type of image:

- An individual photo of each presenter or panelist
- A group photo of presenters and panelists
- A text-based or other related image that you own or have permission to use

If you do not wish to provide a photo, that's okay! We can use an alternate image or a text-based graphic instead.

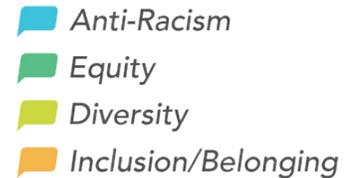
**Important:** Please only submit images and graphics that you have the right to use. Do not use copyrighted images unless you have permission from the owner.

## Plan Presentation Setup & Join Tech Check

Take a moment to choose a quiet, well-lit space for your virtual presentation. We'll provide tips to help you make sure your camera and microphone work well so attendees can see and hear clearly.



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Presenters will participate in a one-hour preparation session (tech-check) with organizers in May. During this session, we will:

- Test your Zoom setup
- Review your materials together
- Confirm production details for your session

Plan to close all apps and content not related to your presentation before you go on camera. Any content captured on video during transitions will be a part of the formal record. Even if we edit the content out for review purposes, if we have a [Public Records Act \(RCW 42.56\)](#) request for the recording, in most cases we will be obliged to release an unedited version.

- Plan to join your live session at least 15 minutes early for just-in-time discussions with moderators, interpreters and other production volunteers to start your session off smoothly. We refer to this before the live session as the “virtual green room” in conference documents.

## **Presentation Accessibility**

Accessibility is a core value of the Washington State Employee DEI Empowerment Conference. We want every attendee to be able to fully engage with conference content.

We ask all presenters to design accessible presentations and materials. Please review our list of required [accessibility elements \[PDF\]](#) (available on our website). If you have questions or need support, contact us for assistance.

For tips on creating accessible materials, visit the [University of Washington DO-IT website](#).

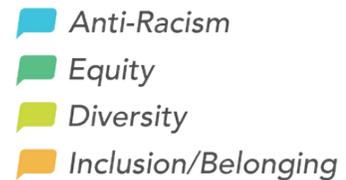
## **Contracts & Agreements**

If your presentation is selected, you will receive a speaker contract outlining presentation terms and compensation, and a release form if you agree to have your presentation recorded.

We record presentations so employees who cannot attend live sessions can access the content later. All recordings are subject to [RCW 42.56: Public Records Act](#) and may be released to the public if requested.



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## **Invoicing and Compensation**

The state provides compensation after services are provided. You must register as a vendor and submit an invoice after your session.

### ***Required Steps***

- If you are not already a vendor, complete the [Statewide Vendor registration via DocuSign](#) to receive your Vendor Number. (You can also submit this form another way if needed—see the [Vendor Registration](#) page for options.)
- Provide an invoice that includes references to:
  - Contract number (K####)
  - Statewide Vendor Number
  - Description of your presentation
  - Presentation date

### ***Optional Steps***

- Complete the [Direct Deposit form via DocuSign](#) (recommended for faster, more secure payment). (You may also use a [different submission option](#) if needed.)
- Start these steps early to avoid delays in payment.

### ***Optional for Ongoing Contracting***

- Register as a business on the [Washington Electronic Business Solution \(WEBS\)](#) site.
- Consider [certification through OMWBE](#) for businesses at least 51% owned by a minority, woman, or socially and economically disadvantaged individual.