



the  
**FORUM**  
on workplace  
inclusion®



**Engaging People.  
Advancing Ideas.  
Igniting Change.**

# **32<sup>nd</sup> ANNUAL CONFERENCE CALL FOR PROPOSALS GUIDELINES & POLICIES**

**The Forum on Workplace Inclusion®  
32<sup>nd</sup> Annual Conference**

**March 10-12, 2020**  
Minneapolis, Minnesota, USA

## A LETTER FROM THE EXECUTIVE DIRECTOR

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Greetings! Thank you for your interest in being a contributor to the 32<sup>nd</sup> annual Forum on Workplace Inclusion® (The Forum). Building on the incredible momentum we generated together at the 2019 Forum, we are already eagerly planning for next year. We look forward to hearing what motivates you in your work and ideas for ways to design an experience that will excite and energize presenters, exhibitors, and both new and returning conference participants.

Of course, our big news is our move to **Augsburg University** in July 2019. Augsburg will provide us new momentum and a partner fully engaged in diversity, equity, and inclusion (DEI), both on campus and in the community.

Here are some things I would like you to know about what we do and who we are....

- For over 31 years, The Forum has built an active community of cross-sector leaders who gather each year to learn and grow through facilitated dialogue, structured networking, and experiential learning.
- The Forum is a **learning conference** designed to elevate thinking, ideas, and practices that can create positive shifts in diversity, equity, and inclusion in every type of workplace.
- The Forum brings champions, practitioners, scholars, and allies together to explore issues, trends, and major shifts on the horizon.
- The Forum's convening approach enables participants to have meaningful discussions across a range of industries and diversity, equity, and inclusion topics unlike any other conference.
- Highly interactive sessions provide many opportunities for participants at all levels of experience and interest to be engaged in both learning for themselves and teaching each other.
- Attending The Forum is a great reward, a chance to refuel and a not-to-miss experience for anyone committed to shaping their workplace to be the kind of place where people can perform at their best - today and tomorrow.

This document is intended to provide a conference overview with guidelines and tips to help make your proposed session one that suits our objectives for Forum 2020, our 32<sup>nd</sup> year. You will find key information including topics of interest, session requirements, and the proposal timeline.

We are proud to be one of the world's premiere DEI conferences and invite you to join us this year. In 2020 we will be convening leaders worldwide to expand our thinking around workplace inclusion and enhance our personal and professional development.



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# OVERVIEW

In 2019, The Forum on Workplace Inclusion® expanded its reach to consider more national and global topics than ever before. Not only that, it continued to attract an increased number of professionals outside the traditional DEI and Human Resources communities. These numbers demonstrate increasing awareness and recognition that workplace inclusion matters. It takes leaders from all levels of an organization working together to affect change and to **move true inclusion forward!**

## THE FORUM ON WORKPLACE INCLUSION®: BY THE NUMBERS 2019



# FORUM 2020 FOCUS AND DIRECTION

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## THE FORUM'S FRAMEWORK

We know that shifting personal, professional, and institutional mindsets around workplace inclusion is not easy, and it is a journey beginning from within. The Forum attracts people who are at different stages of their understanding and practice in the DEI space by offering varying levels of learning and involvement. Forum 2020 is uniquely designed to meet people where they are regardless of work or life experiences.

### THE OUTCOME

- Strengthen personal and professional capacity across cultures, sectors, and stratagems to champion, lead, and manage workplace inclusion

### OUR GOAL

- Convene those on the journey of advancing workplace inclusion by building community through co-creative learning

### OUR OBJECTIVES

- Provide spaces and experiences for participants to reflect, explore, learn, and innovate
- Enable (bolder and deeper) conversations
- Explore both familiar and uncharted DEI territory and see the work in new ways
- Inspire and motivate participants for the work ahead
- Celebrate progress and success

## THE 2020 FORUM

A new decade brings challenges that demand new solutions to meet the diverse needs of changing markets, customers, and talent. With eyes on the future, leaders must be open to shifts in their approaches to addressing workplace issues and more—they must be willing to learn from those who bring different ideas, experiences and perspectives. Equipping our workforce with the diversity, equity, and inclusion skills needed to sustain our businesses into the future requires forward-facing and innovative thinking focused on both local and global solutions. It requires the agility to adapt to the digital environment, commit to global citizenship, and engender new ways of working together to deliver relevant products and services and create spaces where a diverse body of talent can thrive.

### The 2020 Conference Theme - 2020: FACING FORWARD

#### Learning Pillars:

1. **New Perspectives** – Evolving our pasts to inform the future
  - In an attempt to expand the narrative, how do we honor the history of our individual and collective experiences and invite new perspectives with the goal of moving forward together to inform the future?
2. **Future Fluency** – Knowledge to stay relevant and keep pace with rapid change

- What must we do to be knowledgeable about the future and keep pace with change so our inclusion solutions are not outdated by the time we implement them?
3. **Universal Innovation** – Better solutions to meet expanding diversity, equity, and inclusion needs
    - With multiple dimensions of diversity in mind, how can we bring about innovative solutions to meet universal needs?
  4. **Global Citizenship** – Whole-world sensibilities and responsibilities
    - How can we ensure our practices and solutions meet local needs while exercising a global sensibility and responsibility?

### **2020 Learning Outcomes:**

1. Identify approaches to expanding the narrative and evolving the work of inclusion
2. Build awareness to inform practice around future-focused workplace culture solutions
3. Expand mindsets and skillsets necessary for universal innovation
4. Deepen understanding of the importance of socially-responsible global citizenship

## **CORE LEARNING THEMES AND QUESTIONS:**

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Proposals around the following core learning themes and questions will directly uphold, support, and advance The Forum's mission.

### **BUILDING SKILLS**

- What are the skills I need to advance workplace inclusion based on where I am now?
- How can I identify and work with others who have skills I can learn from to impact change?

### **NAVIGATING SHIFTING LANDSCAPES**

- How do we learn and lead in the pursuit of inclusion with new, changing, or challenging landscapes?
- What are we not seeing? How can we (better) infuse true inclusion into our organizational cultures?

### **ENVISIONING THE FUTURE**

- Where must we focus our energy and activity now in order to build a future that works for all, not some?

### **ENERGIZING PEOPLE**

- What does it take to inspire, engage, and sustain the capacities of people to do this important work?
- How can we educate, enroll, and empower others?

### **EXPERIENTIAL LEARNING**

- How can we lean away from traditional presentation style learning and into interactive learning experiences that inspire shifts in the way we approach problem solving?

## OPPORTUNITIES FOR ENGAGEMENT

There are many times throughout the three-day conference for practitioners, participants, and peers to intersect and convene around topics of interest that can take their work to the next level. Moreover, we recognize a one-size-fits-all learning style does not work for everyone. **The Forum offers several different opportunities of varying durations** for presenters to engage with participants. Below is a brief description of each to help you determine the best fit for your presentation content and style.

### Seminars

**Opportunity:** facilitate the deep-dive exploration of a critical topic and/or host a half-day think tank style discussion

**Duration:** 3 hours

**Capacity:** 25-100

**Location:** convention center breakout rooms **Time and Date:** afternoon, March 10

### 90 Minute Workshop Sessions

**Opportunity:** facilitate an informative and interactive workshop centered around a specific industry, critical, relevant, or emerging topic

**Duration:** 90 minutes

**Capacity:** 25-125

**Location:** convention center breakout rooms **Time and Date:** morning / afternoon, March 11 and 12

### OR 60 Minute Workshop Sessions

**Opportunity:** provide a shorter, fast paced, and highly interactive session around a topic that jumpstarts innovative thinking

**Duration:** 60 minutes

**Capacity:** 25-125

**Location:** convention center breakout rooms **Time and Date:** morning, March 11

### Spotlight Series

**Opportunity:** present informative expositions on critical, cutting edge, or controversial topics meant to inspire shifts in thinking or challenge conventional thought

**Duration:** 20 minutes

**Capacity:** 30

**Location:** Forum Marketplace **Time and Date:** morning / afternoon, March 11 and 12

### Webinars

**Opportunity:** provide a focused presentation to a global audience in real time throughout the year

**Duration:** 60 minutes

**Capacity:** unlimited

**Location:** digital

**Time and Date:** one each month for ten months

Continued on next page.

## Podcasts

**Opportunity:** present deep thinking on an unexplored topic or interview style discussion on such a topic

**Duration:** 30-45 minutes

**Capacity:** unlimited

**Location:** digital

**Time and Date:** one each month for ten months

Page Break

## 2020 PROPOSED SCHEDULE (SUBJECT TO CHANGE)

<b>Day 1, Tuesday, March 10</b>	
<b>8:00 am - 4:00 pm</b>	Company meeting space available on request
<b>9:00 am - 5:00 pm</b>	DEI Coaching Center
<b>10:00 am - 5:00 pm</b>	Diversity Executive Forum
<b>12:30 pm - 1:30 pm</b>	New Participant Orientation
<b>2:00 pm - 5:00 pm</b>	Seminars
<b>5:30 pm - 7:30 pm</b>	Welcome Reception
<b>Day 2, Wednesday, March 11</b>	
<b>7:30 am - 8:30 am</b>	Marketplace Breakfast Buffet
<b>8:00 am - 9:00 am</b>	Workshops (60 minutes)
<b>8:00 am - 5:30 pm</b>	DEI Coaching Center
<b>9:15 am -10:45 am</b>	Opening General Session
<b>10:45 am - 11:00 am</b>	Passing Break
<b>11:00 am - 12:30 pm</b>	Workshops / Spotlights
<b>12:30 pm - 1:30 pm</b>	Lunch General Session
<b>1:30 pm - 2:15 pm</b>	Afternoon Break, Marketplace
<b>2:15 pm - 3:45 pm</b>	Workshops / Spotlights
<b>3:45 pm - 4:00 pm</b>	Passing Break
<b>4:00 pm - 5:30 pm</b>	Workshops / Spotlights
<b>5:30 pm - 6:30 pm</b>	Marketplace Networking Reception
<b>7:00 pm</b>	Free time for social events as desired
<b>Day 3, Thursday, March 12</b>	
<b>7:30 am - 8:30 am</b>	Marketplace Breakfast Buffet
<b>8:00 am - 9:30 am</b>	Workshops
<b>9:30 am - 10:00 am</b>	Morning Break, Marketplace
<b>10:00 am - 11:15 am</b>	Morning General Session
<b>11:15 am - 11:30 am</b>	Passing Break
<b>11:30 am - 1:00 pm</b>	Workshops / Spotlight Series
<b>1:00 pm - 1:15 pm</b>	Passing Break
<b>1:15 pm - 2:30 pm</b>	Closing General Session, Award Ceremony and Lunch
<b>2:30 pm - 3:00 pm</b>	Farewell Reception
<b>2:30 pm - 5:00 pm</b>	Company meeting space available on request

## CALL FOR PROPOSALS

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**The Forum is looking for highly interactive sessions that stimulate and advance adult learning.** Individuals choose to attend The Forum on the promise of opportunities for co-creation and mutual exploration around challenging and relevant topics. People want to learn through experience and interaction, not by sitting and listening to hours of content. **It is the interactive element of our convenings that sets us apart.** Our participants expect it, and we expect it. We emphasize the importance of blending the presentation of content with time for active participatory learning. **Bring your fresh ideas and approaches!** Sessions including methodologies such as open space technology, think tanks, simulations, fishbowls, world café, storytelling, or gamification are only some of the options you might consider.

### **The Forum accepts proposals with the following expectations:**

- Presenters demonstrate exceptional expertise around proposed content
- Sessions are focused on experiential learning, not lecture and are **not intended to be a platform for selling products and services.** If we receive evaluation feedback that indicates a sales approach, that presenter will not be invited back to future Forum conferences.
- Objectives are tailored to the high end of the designated learning level—it's your job to challenge participants
- Topics are bold, challenging and forward thinking
- For most sessions provided by consultants, a client representative(s) is **required** to present the lived experience of the work
- Presenters are **required** to provide handout materials reflecting session content for post conference use

### **LEVELS OF LEARNING**

Because Forum attendees span a wide range of knowledge and experience around workplace inclusion, it is important we offer learning opportunities which meet adult learners where they are. When proposing a session, you will be asked to designate it as appropriate to one of three learning levels:

1. **Introductory** (knowledge): Session will introduce basic building blocks and tactical applications. Attendee has general diversity and inclusion knowledge.
2. **Intermediate** (proficiency): Session presents a more strategic application of the building blocks. Attendee has experience with the challenges of a diverse workplace and the skills and tools needed to work within it.
3. **Advanced** (mastery): Session offers discussion of strategic challenges, next practices and innovative applications of the building blocks. Attendee is a subject matter expert in diversity and inclusion. Prerequisites required.\*

**Learning levels should be designated based on the content of each session, not the expertise of the participants expected to attend.** Session participants will have varying levels of skill, expertise, and experience. Placing your focus on delivering a solid presentation at the high end of the learning level is more important than trying to satisfy the multiple skill levels of people in the room.

**\*A Note about Advanced Level Sessions:** Participants in most advanced level sessions are likely capable of being presenters themselves. They choose advanced level sessions for the opportunity to engage with peers in rigorous thinking about the challenges in their work and to exercise innovative thinking about new and existing issues. These sessions must bring **boldly-new and challenging** information, skills, techniques, or strategies for increased impact in our work.

## TOPIC TRACKS

The session you propose should fall in alignment with one of six topic tracks. Topic tracks allow attendees to make intentional choices about where to focus their energy and which sessions to attend over the course of the three days. The topic tracks for 2020 are:

- **Critical Employment Practices**
  - Focus on awareness and appropriate responses to the issues of specific diverse populations or the tactical aspects of DEI work
- **Diversity, Equity and Inclusion Strategies**
  - Focus on the organizational or strategic aspects of DEI work
- **Social Responsibility**
  - Focus on the effect of societal issues on the workplace or the changes organizations can make to alleviate societal effects
- **Global Diversity**
  - Focus on managing global diversity, equity and inclusion from a U.S.-centric position or the impact of DEI worldwide, across cultures, languages, and political boundaries
- **Innovation and Transformation**
  - Focus on new, different, or revolutionary strategies and approaches for managing DEI in the workplace anywhere in the world
- **Leadership Development**
  - Focus on learning or developing *vital* leadership skills or enhancing and deepening skills to reach next level leadership

## INDUSTRY TRACKS

The Forum poses an opportunity for presenters with expertise in the **Higher Education, Government, and Healthcare** industries to address issues specific to those work cultures and structures. While many Forum attendees may argue there are issues specific to every industry, there is a recurring common interest in sessions addressing these industries specifically.

## SAMPLE TOPICS OF INTEREST

Accessibility  
 Advancing underrepresented populations  
 Allies and champions  
 Assessment (DEI)  
 Authenticity  
 B2B diversity  
 Belonging  
 Best practices  
 Branding/marketing  
 Business acumen for DE&I Practitioners  
 Change management  
 Colorism  
 Community leadership  
 Conflict management

Cross sector partnerships  
 Cross-cultural communication  
 Cultural agility/competence  
 Demographic shifts  
 Difficult conversations  
 Disability at work  
 Diversifying leadership  
 Diversity and cultures of inclusion  
 in corporations/boards  
 in higher education  
 in K-12 education  
 in nonprofits  
 in small business  
 in the arts

Diversity councils	Pluralism in America
EEO/affirmative action/legal	Political advocacy/public policy
Eliminating barriers	Polarization
Emerging trends	Power and privilege
Employee engagement	Practitioner competency
Employee/Business Resource Groups	Professional development (DEI)
Equitable hiring practices	Psychological safety
Ethics (DEI)	Race relations
Executive commitment	Research (DEI)
Future workplace	Religion in the workplace
Gaps-education/employment/income	Sponsorship vs mentorship
Gender disparities	STEM/STEAM
Generational differences/aging	Strategic visioning initiatives
Global DEI	Succession planning
Government initiatives	Supplier diversity
Governance (DEI)	Sustainability
Healthcare	Systemic Racism
Immigration	(Diversifying) Talent
Inclusion ROI	acquisition
Spiritual leadership	development
Social justice/responsibility	management
Social media & DEI	retention
Socio-economics	segmentation
Industry sectors	Teams (diverse)
Innovation	Technology
Institutional barriers	Unconscious bias
Intersectionality	Unions and diversity
Language and communication	Universal design
Leadership development	Values (DEI)
Legal/HR	Veterans' employment
LGBTQ	Workplace
Mental health	Flexible
Mentoring/sponsorship	Toxic
Metrics and analytics	Virtual
Microinequities	White men
Mindfulness	Whiteness
Multicultural markets	Women in leadership
Organizational development and culture change	Work visas
Pipeline diversification	Work-life balance

## APPLICATION GUIDELINES

Date/Time (CDT)	Event
<b>May 30, 2019</b>	Call for Presentations opens
<b>June 12, 2019 1:00 pm</b>	Join a Q&A conference call (register <a href="#">here</a> )
<b>June 26, 2019 11:00 am</b>	Join a Q&A conference call (register <a href="#">here</a> )
<b>July 15, 2019 11:59 pm</b>	Call for Presentations closes
<b>August 7-8, 2019</b>	Program Committee reviews presentations
<b>November 21, 2019</b>	Notice emailed to presenters
<b>March 10-12, 2020</b>	The Forum on Workplace Inclusion®

All dates are subject to change. Please visit our [website](#) for updates.

### SUBMISSION DEADLINE

Proposals are due no later than **Friday, July 15, 2019. Presentations received after that date will only be considered as time and need allow.**

### EVALUATION AND SELECTION

The Forum program committee will evaluate proposals based on the following criteria:

- Accuracy and completion of **all required information**
- Alignment with conference themes and principles
- Clarity and relevance of topic
- Content right-sized and appropriate for the length of the session
- Fresh and innovative approaches to learning
- Interactive peer learning yielding mutual exploration
- Involvement of clients to provide lived experience (consultant proposed sessions)
- Measurable outcomes appropriate to the learning level
- Organization, outline, and workshop flow
- Relevant skill-building and tools for practical application
- Transferable applications: takeaways, directives, and goal setting opportunities

### ORIENTATION

Before submitting a proposal, we recommend you join one of our two scheduled orientations via conference call to ask questions and gain more information about the "Call for Proposals" process. webinars will be held on the following dates. Visit [ForumWorkplaceInclusion.org](http://ForumWorkplaceInclusion.org) in order to RSVP or use the links below.

**Wednesday, June 12th, 1:00 - 2:00 pm CDT: [Click to RSVP](#)**

**Wednesday, June 26th, 11:00 - 12:00 pm CDT: [Click to RSVP](#)**

## TIMELINE AND POLICIES

Date/Time (CDT)	Activity
<b>November 21, 2019</b>	Notice emailed to presenters
<b>December 20, 2019</b>	Session date and time emailed to presenters
<b>January 10, 2020</b>	Deadline to submit edits to session
<b>January 31, 2020</b>	Deadline to confirm if requesting travel reimbursement or Supporting Sponsorship. No confirmation waives your ability to receive either.
<b>February 21, 2020</b>	Handouts due to Ben Rue at <a href="mailto:rue06077@stthomas.edu">rue06077@stthomas.edu</a> Registration deadline for <i>complimentary</i> online registration
<b>March 10-12, 2020</b>	The Forum on Workplace Inclusion® annual conference
<b>April 3, 2020</b>	Travel reimbursement documents due. <b>Not accepted after this date.</b>

### PRESENTATION POLICIES

The Forum on Workplace Inclusion® and Augsburg University reserve the right to amend these policies as necessary without notice. Submission of a presentation is a legally binding statement of your agreement with the following policies:

- a. Originality Agreement - The Presenter represents and warrants to the Augsburg University that the work presented is original except for material in the public domain and those excerpts from other works as may be included with the written permission of the copyright owners; that the work presented does not contain any libelous or obscene material; and that it does not infringe any trade name, trademark or copyright.
- b. Changes to Accepted Presentation - If there are substantive changes to the content or presenters of an accepted presentation between confirmation and the conference, the main Presenter will notify conference planners immediately. Continuation of the session is at the discretion of the conference planners.
- c. Professional Conduct - Augsburg University engages the Presenter as a skilled professional. The Presenter accepts such position. The Presenter agrees to give his or her best effort, and to conduct his or herself with appropriate recognition of the fact that the success of The Forum on Workplace Inclusion® depends largely on public respect for and approval of those associated with the conference. Furthermore, the Presenter and University agree to defend, indemnify, and hold both Presenter and University harmless from any claims, causes of action, expenses, damages, or costs (including reasonable attorneys' fees) arising from or related to the acts or omissions of the Presenter or its officers, directors, agents, or employees.
- d. Registration - The Presenter will complete his or her complimentary or discounted online registration to the conference by February 21, 2020. All presenters are required to register.
- e. Handouts - The presenter will provide The Forum a handout(s) (i.e. slide deck, checklist, action plans, etc.) by February 21, 2020 to be posted online for attendee reference.
- f. Travel & Expenses - As a nonprofit institution, The Forum on Workplace Inclusion® via the Augsburg University is unable to provide an honorarium to presenters. However, there are three options for reimbursement or acknowledgement of your travel expenses:
  - You or your organization may receive Supporting Sponsorship acknowledgement in the 2020 Forum program book and conference app and website when you pay for your own travel expenses with no reimbursement. **You must provide notice by the deadline in the table above.**
  - Reimbursement of your travel expenses by The Forum **per policies below.**
  - Neither acknowledgment nor reimbursement of your travel expenses.

**Your decision about whether to be reimbursed for your qualified travel expenses, or whether**

**to receive Supporting Sponsorship acknowledgement must be communicated to The Forum no later than January 31, 2020.** No communication of your decision by January 31, 2020 voluntarily waives your option to be reimbursed or acknowledged by The Forum in any way.

At the request of the Presenter by the specified date above, The Forum will provide reimbursement for approved travel expenses. Presenter agrees to abide by Augsburg University Reimbursement Policy as outlined below. If Presenter does not provide the proof of purchase and payment request documentation as stipulated in this agreement by **Friday, April 3, 2020, even if you communicated your decision to be reimbursed before the January 31 deadline in the preceding paragraph**, Presenter voluntarily waives the option to receive reimbursement in any capacity. This is due to the timeline of the University's fiscal year closeout; anything received after April 3 cannot be paid out before the end of the fiscal year and therefore will not be paid out. **The Forum on Workplace Inclusion® reserves the right to deny travel reimbursements if correctly completed documentation is not received in full by the April 3, 2020 deadline.**

If traveling from outside of the state of Minnesota, **presenters of workshops, seminars, and Spotlight sessions only** may receive reimbursement as follows:

Airfare assistance available for up to \$300 for domestic flights, \$700 international. Flights paid for in non-US dollars will be reimbursed in US dollars equivalent to the exchange rate on the date of purchase.

**The Forum will not provide or reimburse the following:**

- Any lodging expenses whatsoever
- Any expenses for which Presenter's organization would reimburse
- Any meals, room service, honor bar purchases, meals for associates
- Ground transportation to and from airports
- Alcohol
- Internet, telephone charges, in-room movies
- Photocopying, faxes
- Dry cleaning / laundry service
- Parking or valet services (without explicit permission for exceptional circumstances)

**PLEASE BE AWARE THAT THE ABOVE BENEFITS HAVE CHANGED SINCE THE 2019 FORUM. LODGING IS NO LONGER A VALID REIMBURSABLE EXPENSE.**

**Podcast and Webinar presenters are not eligible for any travel reimbursements; see presenter benefits for applicable benefits.**

If Presenter requests reimbursement for approved expenses, all supporting documentation must be submitted no later than **Friday, April 3, 2020**. Requests for reimbursement received after deadline will not be accommodated. Approved expenses must be purchased in Presenter's name and using either Presenter's personal or company credit card. Reimbursement requests must be submitted with the following documentation and will not be processed until all required documents below are received by The Forum. Reimbursement will be provided no later than May 31, 2020, and only after all documentation is submitted by Presenter. US and Canadian Presenters will receive reimbursement by check only; international Presenters by wire transfer only.

- Complete W9 (current year) for domestic Presenter, W8BEN (or W8BENE) for international Presenter
- All receipts for which reimbursement is being requested. Receipts must show the form of payment (i.e. credit card charge), the price, and date of purchase to be considered valid. Receipts without this information cannot be processed
- Invoice completed with presenter or company name. Invoice must match name on W9 or W8.

- Completed Wire Transfer Authorization Form (to be provided by The Forum). This includes all necessary banking details (account number, SWIFT or IBAN number, bank name, address, etc.) for international presenter only.
  - g. Availability - Submission of a presentation is an agreement to present on any of the conference dates (March 10, 11 or 12, 2020) if your presentation is accepted.
  - h. Illegal Substances/Alcohol - The Presenter agrees not to use or be under the influence of illegal substances or alcohol while at the conference for the presentation.
  - i. Independent Contractor/Assignment. - Presenter is not an employee of Augsburg University or The Forum on Workplace Inclusion®. Presenter is responsible for all wages, payroll tax withholdings, workers' compensation coverage and unemployment compensation coverage for other employees or individuals who are part of Presenter's group. Presenter shall not assign its obligations under this Agreement without Forum's consent.
  - j. Force Majeure. - This Agreement is subject to immediate termination upon written notice to the other party in the event of sickness, accidents, weather, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond the Forum's or Presenter's control. In the event this Agreement is terminated pursuant to this paragraph, The Forum shall not be obligated to compensate or make any payments to Presenter.
  - k. Complete Agreement / Modifications. - This is a fully integrated Agreement. It is further understood that this Agreement contains the whole Agreement between Presenter and The University and this document supersedes any other terms, agreements, obligations, covenants, representations, statements or conditions, oral or otherwise or any kind whatsoever concerning this Agreement, not expressly set forth herein. It is understood and agreed that this Agreement may not be changed, modified, or altered except by mutual agreement of both parties.
  - l. Assignment. - This Agreement may not be assigned without the written consent of the other party. This Agreement shall be binding upon and inure to the benefit of, and shall be enforceable by and against the parties and their successors and assigns.
  - m. Governing Law. - This Agreement shall be governed by and construed exclusively in accordance with the laws of the State of Minnesota. If any term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law governing this Agreement, the validity of the remaining portion shall not be affected thereby.
  - n. Authority. - Each party hereby certifies that it has all necessary authority to execute and deliver this Agreement and to perform its obligations hereunder. Upon execution, this Agreement will be a valid and binding obligation of each party and enforceable in accordance with its terms.
  - o. Emailed/Faxed Signatures. - Any signed document transmitted by scanning and sent via email or fax shall be considered an original document and shall have the binding and legal effect of an original document. The signature of any party upon a scanned and emailed or faxed document shall be considered an original signature.
  - p. Miscellaneous - These policies cannot be modified except by written instrument signed by the parties. These policies set forth the full and final agreement on the subject matter hereof and supersede all prior and contemporaneous negotiations or agreements, whether oral or written.

## PRESENTER BENEFITS

Seminar, Workshop, Spotlight presenter benefit package:

- Complimentary Full Conference registration (valued at \$1,695, subject to change)
- One complimentary Forum Marketplace single booth March 11 and 12, (Valued at \$1,000, subject to change). This includes 1 complimentary exhibit staff; a second exhibit staff must be registered and paid for at applicable registration rates. **This benefit is not guaranteed to all presenters and is subject to booth availability on a first-come first-served basis. A maximum of 30 complimentary exhibitor booths will be reserved for presenters. Beyond that number, booths can be purchased by presenters at discounted rates. Presenters wishing to take advantage of their complimentary booth MUST register for a booth separately.** We only allow one booth per organization, even if there are multiple presenters from the same organization. Please contact Ben Rue ([rue06077@stthomas.edu](mailto:rue06077@stthomas.edu)) for details.

- Networking at the largest workplace diversity conference in the country, including the Welcome Reception, March 10.

*Podcast and Webinar benefit package:*

- Complimentary Full Conference registration (Valued at \$1695, subject to change)
- Networking at the largest workplace diversity conference in the country, including the Welcome Reception, March 10.

## SUPPORTING SPONSORSHIP

To further expand your participation at The Forum, **we invite you to consider becoming a Supporting Sponsor**. Presenters of seminars, workshops, and/or Spotlight sessions may become Supporting Sponsors by covering the costs of their own travel. Companies that cover their own costs will be identified as Sponsors of The Forum and listed as such on the Forum website, the conference app, and in the conference program book. For more information on Supporting Sponsor benefits, please contact us as indicated below.

## CONTINUING EDUCATION CREDITS

The Forum applies for general, global, and business CEU credits from the Human Resources Certification Institute (HRCI) and Minnesota credits for education and nursing. The Forum is also an approved provider of the Society for Human Resources Management (SHRM).

## GUEST ATTENDANCE

We encourage you to promote your participation at The Forum to all clients and colleagues; however please note guests, assistants, colleagues, or other persons **will not be** comped into your session without explicit permission from The Forum. Exceptions are made for ADA accessibility needs. We encourage those who wish to attend your session to register as attendees so they may experience the conference at its fullest.

## MARKETING

The Forum expects that all presenters, as DEI practitioners, will make an effort to promote their sessions and The Forum through their own marketing channels, be it your organization's marketing office, or your personal / professional social media accounts. If you would like The Forum to work directly with your marketing team, please contact Ender Göçmen, Assistant Director of Marketing at The Forum, at [egocmen@stthomas.edu](mailto:egocmen@stthomas.edu). You will have the opportunity to share your social media handles and links, as well as your marketing contacts, during the application process.

## VIDEO RECORDING

The Forum only records general sessions and Spotlight sessions. If you would like to bring in your own videographer, please contact the Forum office at 651-962-4384 or by email at [rue06077@stthomas.edu](mailto:rue06077@stthomas.edu) before February 7, 2020. You will be responsible for any charges related to video recording your session.

We hope you found this information helpful! We cannot wait to see what is on your mind and how you might propose to present!

**To begin the application process please visit our website at [ForumWorkplaceInclusion.org](http://ForumWorkplaceInclusion.org).**

# Questions?

**Contact Steve Humerickhouse**

**Executive Director**

The Forum on Workplace Inclusion®

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