



**AUGSBURG**  
UNIVERSITY®

# ANNUAL PROGRAMING CALL FOR PROPOSALS GUIDELINES & POLICIES

**The Forum on Workplace Inclusion®**

**Engaging People. Advancing Idea. Igniting Change.**

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## A LETTER FROM THE EXECUTIVE DIRECTOR

For more than 33 years, The Forum on Workplace Inclusion community has emerged out of a central annual conference bringing people together to engage in high quality learning with and from each other. At one time a small, local group, we are now a community that spans the globe.

At this moment in time, as we in the United States emerge from the COVID-19 pandemic, we are aware of ongoing concerns around public health and the financial disruption many of us continue to face from which it may take years to recover. With regard for the well-being of The Forum community, we are taking a planful and cautious approach toward convening, while maintaining our highest priority: to continue to foster connections that provide DEI learning opportunities and resources and to push bold thinking toward equitable solutions for lasting impact.

As we adapt to new ways of working and learning, our plans for the 2022 calendar year continue to evolve. Last year we paused to listen for emergent needs around DEI learning and development in our stakeholder community. In response, we will be rolling out new ways of convening in the coming year in addition to our annual conference, webinars, and podcasts. Some of those are reflected in this document--new opportunities for DEI learning and development.

The 2022 conference will again be virtual with the hope of convening in person later in the year. Our surveys show that a majority of you are not ready to meet in person again, while others would only be able to attend the annual conference if it is virtual. The positive feedback we received after last year's conference was greatly appreciated and will be considered as we build out our second virtual annual conference next year.

Here is what you can expect from the virtual 34th conference in 2022:

1. Three days of access to virtual learning opportunities
2. New sponsorship opportunities, including throughout the year
3. General sessions with featured speakers
4. DEI "trend talks" around the most current topics and events
5. Learning sessions and workshops
6. Virtual social events and increased participant engagement
7. Marketplace of Ideas
8. Art + Wellness offerings
9. Half day featured sessions
10. The opportunity to engage on your own time, in your own way with new and familiar faces, minds, and hearts

We are proud to be one of the world's premiere DEI learning platforms and invite you to join us throughout the year. In 2022 we will be convening leaders worldwide to expand our thinking around workplace inclusion and enhance our personal and professional development. I look forward to seeing you there!



Steve Humerickhouse  
Executive Director

## OVERVIEW

The events of 2020/21 have catapulted us into the uncharted exploration and navigation of new territory. For some, the ability to connect more frequently with peers and colleagues across the globe has closed the inclusion gap, for others it has created a disconnect resulting in a sense of isolation and longing for togetherness. One thing is certain for all of us, the way we work will demand resolve and open-mindedness as we adapt to continuous change.

With these things in mind, The Forum on Workplace Inclusion is expanding its reach in 2022 to provide more ways for practitioners, participants, and peers to engage with more people across the globe. We will do this by offering learning opportunities in a variety of digital formats as well as events and workshops (listed below in the opportunities for engagement section). As an added benefit and alternative to synchronous participation in events and workshops, all Forum content will be accessible digitally for participant access both during and after learning events. It will also be made available in On-Demand formats for those unable to participate synchronously from afar or in person.

## 2022 THEME

Over the past several years it has been our practice to provide a central theme and learning pillars that inform and inspire the submission of proposals to be considered for presentation at the annual conference and throughout the calendar year. These guideposts are the result of lengthy research across multiple industries to determine emergent trends that reveal workplace imperatives in the areas of diversity, equity, and inclusion. Our findings this year are not surprising. Leaders are pausing, prioritizing listening, and inviting dialogue about new ways of working together for maximum effectiveness. While many see this moment in time as an opportunity to discover more accessible, inclusive, and equitable ways of working, we transparently acknowledge the impossibility of knowing what the most pressing issues will be five to seventeen months from now. What we do know is: The Forum will provide space and time throughout 2022 where people can connect, share, listen, learn, debate, challenge, and explore with one another.

In the spirit of lifting restrictions, listening, and opening our minds to new ways of being, the selection of proposals for 2022 will not be in alignment with learning pillars. Rather, we invite you to propose around the subject, knowledge, questions, topics, strategies, and discussions you are most compelled to explore interactively with others around the theme:

### SOLVING FOR X:

#### **Tackling Inequity in a World of Unknowns**

Addressing complex challenges can be daunting, especially when the foundations of our structures are shifting. As we look to a future of continuous and unforeseeable change, what must we do to tackle systemic inequities deeply embedded in our everyday environments and unharness inclusive, equitable, and sustainable ways of working?

## OPPORTUNITIES FOR ENGAGEMENT

As previously mentioned, 2022 brings multiple opportunities for practitioners, participants, and peers to choose to satisfy their DEI learning and development goals throughout the year. Following you will find a list of new formats (such as professional development labs) and familiar formats (such as the annual conference) to guide The Forum call for proposals process.

### YEAR ROUND LEARNING AND DEVELOPMENT OPPORTUNITIES

#### PROFESSIONAL DEVELOPMENT LABS

**Opportunity:** Present an interactive learning lab intended to develop professional competencies that support leaders in reaching the next level in their DEI leadership

**Duration:** 4 Hours

**Capacity:** Unlimited

**Location:** Professional Development Labs will be offered synchronously in virtual, hybrid, or live formats.

**Time and Date:** TBD January, May, and September 2022

#### WEBINARS

**Opportunity:** Present content synchronously to a global audience

**Duration:** 60 minutes

**Capacity:** Unlimited

**Location:** Synchronous virtual

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

#### PODCASTS

**Opportunity:** Participate in pre-recorded presentation or interview style deep thinking on an unexplored topic

**Duration:** 30-45 minutes

**Capacity:** Unlimited

**Location:** Digital

**Time and Date:** Two each month for twelve months

### SPECIALTY FORUMS

#### DIVERSITY EXECUTIVE FORUM

**Opportunity:** Present and/or facilitate advanced level deep thinking for DEI senior level executives

**Duration:** 1-1.5 days

**Capacity:** 150

**Location:** In Person

**Time and Date:** TBD June 2022

## **DEI IN HIGHER EDUCATION FORUM**

**Opportunity:** Present and/or facilitate advanced level deep thinking half to full day session(s) for Higher Education professionals

**Duration:** Half to full day options

**Capacity:** Unlimited

**Location:** Synchronous Virtual

**Time and Date:** TBD November 2022

## **34th ANNUAL CONFERENCE**

### **FEATURED SESSIONS**

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

**Duration:** 3 hours

**Capacity:** Unlimited

**Location:** Virtual

**Time and Date:** Afternoon, April 5 and 6

### **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:** Unlimited

**Location:** Virtual

**Time and Date:** Morning / Afternoon, April 5, 6, and 7

### **20 MINUTE TREND TALKS**

**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:** Unlimited

**Location:** Virtual

**Time and Date:** Morning / Afternoon, April 5, 6, and 7

## SAMPLE ANNUAL CONFERENCE SCHEDULE

(Currently in design and subject to change)

### Tuesday

8:30-9:30 am	Ask an Expert Coaching
9:00-4:30	Marketplace of Ideas
9:35-9:50	Morning Grounding
10:00-11:15	General Session
11:15-11:45	Break
11:45-1:15 pm	Workshop Block 1, Trend Talks, Featured Sessions (11:30-2:30)
1:15-2:00	Lunch Break
2:00-3:00	Learning Pillar Roundtable Discussions, Book Readings
2:35-2:50	Afternoon Grounding
3:00-4:30	Workshop Block 2, Trend Talks
4:45-6:00	Welcome Reception
6:00-7:00	Dinner Break
7:00-8:30	Featured Arts and Entertainment 

### Wednesday

8:30-9:30 am	Ask an Expert Coaching
9:00-3:30	Marketplace of Ideas
9:35-9:50	Morning Grounding
10:00-11:30	Workshop Block 3, Trend Talks, Featured Sessions (10:00-1:00)
11:30-12:00 pm	Break
12:00-1:30	Workshop Block 4, Trend Talks
1:30-2:15	Lunch Break
2:15-3:15	Learning Pillar Roundtable Discussions, Book Readings
2:50-2:05	Afternoon Grounding
3:15-03:30	Break
3:30-04:45	General Session
4:45-6:00	Networking Reception
6:00-7:00	Dinner Break
7:00-8:30	Featured Arts and Entertainment

### Thursday

8:30-9:30 am	Ask an Expert Coaching
9:00-1:45	Marketplace of Ideas
9:35-9:50	Morning Grounding
10:00-11:30	Workshop Block 5, Trend Talks
11:30-12:00 pm	Break
12:45-1:30	Workshop Block 6, Trend Talks
1:30-1:45	Break
1:45-3:00 pm	Closing General Session, Awards Presentation

## PROPOSAL EXPECTATIONS

The Forum accepts proposals with the following expectations:

- Presenters demonstrate exceptional expertise around proposed content
- Sessions are not to be a lecture or 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 events
- Objectives are tailored to the high end of the designated learning level
- Topics are bold, challenging and forward thinking
- Sessions presented by consultants and a client representative(s) who can speak to lived experience will be highly considered
- For ALL virtual presentations, the maximum number of presenters is limited to four
- Presentations must be given in a visually engaging virtual format
- Presenters are required to provide handout materials reflecting session content for accessibility and post conference use
- All materials and presentations must be available in ADA accessible formats
  - Microsoft Word, PowerPoint, Adobe Acrobat, and Google Grackle all provide an Accessibility Checker feature.
    - The Accessibility Checker verifies your file against a set of rules that identify possible issues for people who have disabilities.
  - ALL handouts and slides must pass the Accessibility Checker.
  - Slides must be uploaded into the virtual platform by March 21, 2022.
  - To learn about the Accessibility Checker, and more, reference the [Creating Accessible Content](#) document created by the Augsburg CLASS Office.

## 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. Attendees 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. Prerequisites optional. \*
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, not the expertise of the participants. 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 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 bold, new, and challenging information, skills, techniques, or strategies for increased impact in our work.

## TOPIC TRACKS

The session you propose should align 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 conference days. The topic tracks for 2022 sessions are:

- **Critical Employment Practices**
  - Issues of specific diverse populations or the tactical aspects of DEI work
- **Diversity, Equity, and Inclusion Strategies**
  - Organizational change or the strategy development of DEI work
- **Social Responsibility**
  - The impact of societal issues on the workplace or the actions organizations can take to change society for the good of all
- **Global Diversity**
  - 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**
  - New, different, or revolutionary strategies and approaches for managing DEI in the workplace anywhere in the world
- **Diversity Leadership**
  - Focus on learning or developing vital diversity leadership skills or enhancing and deepening skills at all levels of leadership

## INDUSTRY TRACKS

The Forum provides an opportunity for presenters with expertise in the **Higher Education, Government, Healthcare, Legal, Non-profit, and Tech** 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	Business acumen for DE&I practitioners	Difficult conversations
Advancing underrepresented populations	Change management/culture change	Disability at work
Allies and champions	Coaching/mentoring/sponsorship	Disruptive learning
Assessment (DEI)/climate surveys	Colorism	Diversifying leadership
Authenticity	Community leadership	Diversity and cultures of inclusion in corporations/boards
B2B diversity	Conflict management/cultural conflict	in higher education
Belonging	Cross sector partnerships	in K-12 education
Best practices	Cross-cultural communication	in nonprofits
Branding/marketing (DEI)	Cultural agility/competence	in small business
Breaking/dismantling/eliminating systemic barriers	Demographic shifts	in the arts
Bullying		Diversity councils
		EEO/affirmative action/legal
		Emerging DEI trends

Empathy/emotional intelligence  
 Employee engagement  
 Employee/Business Resource  
 Groups/Networks  
 Ethics (DEI)  
 Executive  
 accountability/commitment  
 Future workplace  
 Gaps-education/employment  
 /income  
 Gender disparities  
 Generational differences/aging  
 Global DEI  
 Government initiatives  
 Governance (DEI)  
 Healthcare  
 Identity  
 Immigration  
 Inclusion  
 Industry sectors  
 Innovation  
 Intersectionality  
 Language and communication  
 Leadership development  
 Legal/HR

LGBTQIA+  
 Mental health  
 Metrics and analytics  
 Microinequities  
 Multicultural markets  
 Organizational development and  
 culture change  
 Pipeline diversification  
 Pluralism in America  
 Political advocacy/public policy  
 Polarization  
 Power and privilege  
 Practitioner competency  
 Professional development (DEI)  
 Psychological safety  
 Race/racism  
 Research (DEI)  
 Religion in the workplace  
 Social justice/responsibility  
 Social media & DEI  
 Socio-economics  
 STEM/STEAM  
 Strategy-active versus reactive  
 Strategic visioning initiatives  
 Succession planning

Supplier diversity  
 Sustainability  
 Systemic racism  
 Talent (diversifying/equitable)  
 acquisition  
 development  
 management  
 segmentation  
 Teams (diverse, virtual)  
 Technology  
 Unconscious bias  
 Unions and diversity  
 Universal design  
 Values (DEI)  
 Veterans' employment  
 Wellness/mindfulness  
 Workplace  
 flexibility  
 toxic  
 virtual  
 White men  
 Whiteness  
 Women in leadership  
 Work-life balance

## APPLICATION DEADLINES

Date/Time (CDT)	Event
July 8, 2021	Call for Proposals opens
July 15, 2021 1:00p	Join a Q&A webinar ( <a href="#">register here</a> )
July 29, 2021 11:00a	Join a Q&A webinar ( <a href="#">register here</a> )
August 16, 2021 11:59p	Call for Proposals closes

All dates are subject to change. Please visit our website for updates.

## SUBMISSION DEADLINE

Proposals are due no later than Monday, August 16, 2021. Proposals 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:

- Accessibility for participants with disabilities
- Accuracy and completion of all required information
- Alignment with conference themes and principles
- Clarity and relevance of topic
- Clear demonstration of content presentation using a virtual platform
- Content right-sized and appropriate for the length of the session
- Fresh and innovative approaches to learning
- 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 orientation webinars 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, July 15th, 1:00 – 2:00 pm CDT: [Click to RSVP](#) Wednesday, July 29th, 11:00 – 12:00 pm CDT: [Click to RSVP](#)

## TIMELINE AND POLICIES

Date/Time (CDT)	Activity
September 15, 2021	Program Committee reviews proposals
December 21, 2021	Notice emailed to proposers
January 20, 2022	Session date and time emailed to presenters
February 3, 2022	Deadline to submit edits to session
March 7, 2022	Complimentary Presenter Registration Deadline
March 21, 2022	Handouts uploaded to virtual platform
April 5-7, 2022	The Forum on Workplace Inclusion®

## **PRESENTATION POLICIES**

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

- A. **Originality Agreement** - The Presenter represents and warrants to 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 their complimentary registration to the conference by March 7, 2022. 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 March 21, 2022 to be posted online for attendee reference
- F. **Availability** - Submission of a proposal is an agreement to present on any of the conference dates (April 5, 6, or 7, 2022) if your proposal is accepted.
- G. The Forum reserves the right to repackage any recorded programming for use in formats other than the originally produced format.
- 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 the Presenter's group. Presenter shall not assign its obligations under this Agreement without The 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, proposals, 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. - Any signed document transmitted by scanning and sent via email 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 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.

## **BENEFITS AND ADDITIONAL INFORMATION**

### **PRESENTER BENEFITS\***

Workshop, Trend Talk presenter benefit package:

- Complimentary full conference registration (does not include any other paid events throughout the year)
- Networking at the largest workplace diversity conference in the country

\*Additional benefits to be announced

Professional Development Lab, Podcast, and Webinar benefit package:

- Complimentary full conference registration (does not include any other paid events throughout the year)
- Networking at the largest workplace diversity conference in the country.

### **CONTINUING EDUCATION CREDITS**

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

### **GUEST ATTENDANCE**

We encourage you to promote your participation at The Forum to all clients and colleagues; however, please note guests, colleagues, or other persons will not be comped into your session without explicit permission from The Forum. We encourage those who wish to attend your session to register as attendees so they may experience the conference at its fullest. Guest registrations are non-transferable.

Exceptions are made for ADA accessibility needs and for presentation assistants provided by the presenters to assist them with PowerPoint, pollings, and Q&A. Assistants must be in attendance at rehearsals.

## **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 [gocmen@augsborg.edu](mailto:gocmen@augsborg.edu). You will have the opportunity to share your social media handles and links, as well as your marketing contacts, during the application process.

## **SPONSORSHIP OPPORTUNITIES**

We invite presenters to consider expanding participation with The Forum to include sponsorship. Our model engages people and organizations both nationally and globally.

Sponsors act as financial and advisory contributors who support our work. Sponsors are recognized by level on the Forum website and the conference platform.

For more information on sponsorship please contact [workplaceforum@augsborg.edu](mailto:workplaceforum@augsborg.edu).

## **VIDEO RECORDING**

The virtual Forum will record all sessions for on demand access after the conference for a time to not exceed one year.

## **QUESTIONS?**

Contact [workplaceforum@augsborg.edu](mailto:workplaceforum@augsborg.edu)  
The Forum on Workplace Inclusion® Augsburg University

**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/CFP](https://ForumWorkplaceInclusion.org/CFP).**