



**AUGSBURG**  
UNIVERSITY®

# ANNUAL PROGRAMING CALL FOR PROPOSALS GUIDELINES & POLICIES

**The Forum on Workplace Inclusion®**  
**Engaging People. Advancing Idea. Igniting Change.**

<b>A LETTER FROM THE EXECUTIVE DIRECTOR</b>	<b>3</b>
<b>VISION, MISSION, AND STRATEGIC PRIORITIES</b>	<b>4</b>
<b>OVERVIEW</b>	<b>5</b>
<b>2023 THEME</b>	<b>5</b>
COMBINING FORCES <sup>(X)</sup> : FUELING OUR COLLECTIVE CAPACITY FOR CHANGE	5
<b>OPPORTUNITIES FOR ENGAGEMENT</b>	<b>6</b>
YEAR ROUND LEARNING AND DEVELOPMENT OPPORTUNITIES	6
35th ANNUAL CONFERENCE	7
<b>SAMPLE ANNUAL CONFERENCE SCHEDULE</b> (Currently in design and subject to change)	<b>8</b>
<b>PROPOSAL EXPECTATIONS</b>	<b>9</b>
<b>LEVELS OF LEARNING</b>	<b>9</b>
<b>TOPIC TRACKS</b>	<b>10</b>
<b>INDUSTRY TRACKS</b>	<b>10</b>
<b>SAMPLE TOPICS OF INTEREST</b>	<b>11</b>
<b>APPLICATION DEADLINES</b>	<b>12</b>
SUBMISSION DEADLINE	12
<b>EVALUATION AND SELECTION</b>	<b>13</b>
ORIENTATION	13
<b>TIMELINE AND POLICIES</b>	<b>13</b>
PRESENTATION POLICIES	14
<b>BENEFITS AND ADDITIONAL INFORMATION</b>	<b>15</b>
PRESENTER BENEFITS*	15
CONTINUING EDUCATION CREDITS	15
GUEST ATTENDANCE	15
MARKETING	16
SPONSORSHIP OPPORTUNITIES	16
VIDEO RECORDING	16
<b>QUESTIONS?</b>	<b>16</b>

## A LETTER FROM THE EXECUTIVE DIRECTOR

The Forum on Workplace Inclusion will celebrate its 35th year when it convenes for its 2023 annual conference! And what a year it promises to be.

First, the annual conference will be held **IN PERSON!** We have contracted with the [Minneapolis Hilton](#), the hotel with the most meeting space in the state of Minnesota, to host our conference. Almost all conference events will be held there; it is also where out of town participants will stay during the three conference days. We are very excited to bring you our flagship conference from this beautiful hotel.

Second, we plan to provide a digital option for the conference. Over the past two years while we have been virtual, we have added many people from around the world and many others from close by, both of whom for a variety of reasons are unable to travel to Minneapolis. It is important to keep these new Forum community members involved. Therefore, we are working to provide innovative and engaging ways for them to virtually participate in Forum learning and networking.

Third, The Forum is more than its flagship conference. You are likely familiar with our podcasts and webinars, but in 2022 we also added new learning opportunities—Professional Development Labs—to our line up. Those will continue in 2023. Also, look for details for an additional one-day virtual conference in the Fall of 2023. There will be even more ways for potential presenters to engage the Forum audience.

Fourth, we have reassessed and refined our vision, mission, and strategy. I share them with you on page 4, so that you can include them in your thinking as you devise proposals for us to consider for 2023.

Here are some of the things you can expect from the 35th year of The Forum:

1. Three days of access to in person and virtual learning opportunities at the annual conference
2. Familiar and new learning opportunities throughout the year
3. New sponsorship opportunities throughout the year
4. At the annual conference:
  - a. General sessions, Trend Talks, workshops, half-day featured sessions, and more
  - b. Marketplace of Ideas
  - c. In person social events and increased participant engagement
5. Opportunities 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 2023 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!



Steven Humerickhouse  
Executive Director

## **VISION, MISSION, AND STRATEGIC PRIORITIES**

### **Our Vision**

A world where all people in all workplaces have equitable access to everything they need to feel valued and thrive.

### **Our Mission**

Our mission is to convene learning experiences and forge connections that engage, advance, and ignite bold thinking towards equitable workplace solutions for lasting impact.

### **Our Strategic Priorities**

1. The Forum will continue lead as a trusted and reliable source of DEI learning and development
2. The Forum will continue to curate programming that meets the needs of an expanding learning community
3. The Forum will intentionally forge strategic alliances to maximize impact
4. The Forum will grow into a truly global learning community

## OVERVIEW

We—The Forum—understand the need to work together. Our 35-year history has demonstrated a commitment to co-creative collaboration that brings a level of reputable excellence to our conferences and learning events. Since The Forum's origin, our annual conference has provided an opportunity for thought leaders and learners to come together around a shared purpose to advance diverse, inclusive, accessible, equitable, and just change. Over the past several years, we have expanded from an annual conference to a center of learning where professionals across industry sectors can engage in the exchange of wisdom and innovative thinking that advances our collective work of building the world we imagine. 2023 brings a myriad of opportunities to engage with people to advance your ideas for igniting change. Because we know a one-size-fits-all approach is counter to the values of DEI, we will be exploring learning opportunities in varying formats throughout the year. At this point in our shared existence, we believe combining the forces of collective experience, wisdom, knowledge, skills, influence, and insight to address and surmount existing and emergent DEI challenges has the power to move us closer to the world we imagine.

## 2023 THEME

### **Combining Forces<sup>(x)</sup>: Fueling Our Collective Capacity for Change**

Our work today requires knowledgeable and responsive management of the constantly changing forces working with and against us. Internal forces such as people, purpose, practice, and process are met with external forces such as planet health, political conflict, progressive technology, and a perilous economy. Our ability to position our people to perform in the context of these forces can either propel or prohibit positive momentum. The promise of an equitable future relies on unyielding individual integrity and forceful collective efforts in our work to prioritize accessibility, diversity, inclusion, and social justice. By creating spaciousness that boosts morale and incentivizes performance, leveraging integral relationships, combining resources for increased energies, and building bandwidth around shared purpose we multiply our efforts and the probability of positive change.

This theme is intended to guide your consideration of content and interactive learning opportunities to propose for 2023. It was chosen with learning aligned with but not limited to topics such as

- Building capacity by leveraging relationships
- Combining resources for increased energies
- Increasing bandwidth through experienced wisdom and ambitious innovation
- Boosting morale through shared purpose
- Exploring combined forces of humans and technology
- Embracing spaciousness needed to contract and expand to increase productivity

### **Context for learning formats and presentation opportunities**

The Forum is continuing to respond to the desire for new ways to convene and learn together. We are committed to anchoring our community around an annual conference and are challenging ourselves to incorporate both experienced and innovative thinking as we plan our 3-Day conference March 27-29, 2023, and additional learning opportunities to come together in person or virtually throughout the year.

## OPPORTUNITIES FOR ENGAGEMENT

As previously mentioned, 2023 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 formats 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 and action planning that support leaders in reaching the next level in their DEI leadership

**Duration:** 4 Hours

**Capacity:** 85

**Location:** Professional Development Labs will be offered synchronously in a virtual format.

**Time and Date:** TBD

#### 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

## 35th ANNUAL CONFERENCE

### TREND TALKS

**Opportunity:** Present a dynamic presentation about a hot DEI trend that tells a compelling story

**Duration:** 20 minutes

**Capacity:** Unlimited

**Location:** Hybrid

**Time and Date:** Morning / Afternoon, March 27, 28, 29

### WORKSHOP SESSIONS

**60 Minute Opportunity:** Provide insightful content that introduces practical tools, skills and/or innovative approaches for DEI learning

**75 Minute Opportunity:** Provide informative content around DEI process or practice illustrated by case studies and/or professional testimonials

**90 Minute Opportunity:** Provide innovative content that catalyzes interactive exploration of emergent topics

**Duration:** 60, 75, or 90-minutes

**Capacity:** Unlimited

**Location:** Hybrid

**Time and Date:** Morning / Afternoon, March 27, 28, 29

### FEATURED SESSIONS

**Opportunity:** Provide immersive experiences involving the participant in highly interactive discovery learning

**Duration:** 3 hours

**Capacity:** Unlimited

**Location:** Hybrid

**Time and Date:** March 27, 28, 29

### SPOTLIGHT SERIES

**Opportunity:** Present 45-60 minute, pre-recorded expositions on important topics critical to future-focused DEI thinking and action

**Duration:** 45-60 minutes

**Capacity:** Unlimited

**Location:** Virtual

**Time and Date:** March 27, 28, 29

## **SAMPLE ANNUAL CONFERENCE SCHEDULE**

(Currently in design and subject to change)

### **Monday - Day 1**

8:30am - 12:00pm	Ask an Expert Coaching/Round Table Discussions
10:00am - 4:30pm	Diversity Executive Forum (DEF)
11:00am - 11:45am	Participant Orientation
12:00pm - 1:00pm	Lunch (On Your Own)
12:00pm - 5:00pm	Marketplace of Ideas
1:00pm - 2:30pm	Workshop Block 1, Trend Talks, Featured Sessions (1:00p-4:30pm)
3:00pm - 4:30pm	Workshop Block 2, Trend Talks
5:00pm - 6:15pm	Opening General Session
6:15pm - 7:30pm	Welcome Reception

### **Tuesday - Day 2**

8:30am - 9:30 am	Ask an Expert Coaching/Round Table Discussions
8:30am - 6:30pm	Marketplace of Ideas
10:00am - 11:15am	Day 2 General Session
11:15am - 12:15pm	Lunch
12:15pm - 1:45pm	Workshop Block 3, Trend Talks, Featured Sessions (12:15p - 3:45pm)
2:15pm - 3:45pm	Workshop Block 4, Trend Talks
4:00pm - 5:15pm	Awards Ceremony and Artist Showcase
5:15pm - 6:30pm	Networking Reception

### **Wednesday - Day 3**

8:30am - 1:00pm	Marketplace of Ideas
9:00am - 10:30am	Workshop Block 5, Trend Talks, Featured Sessions (9:00am - 12:30pm)
11:00am - 12:30pm	Workshop Block 6, Trend Talks
1:00pm - 2:30pm	Closing General Session/Lunch



## 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 presentations, the maximum number of presenters is limited to **four**
- Presentations must be given in a visually engaging 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 conference platform by March 20, 2023.
  - 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 have general diversity and inclusion knowledge.
2. **Intermediate** (proficiency): Session presents a more strategic application of the building blocks. Attendees have 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. Attendees are 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 on the topic 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 2023 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
- **Diversity Leadership**
  - Focus on learning or developing vital diversity leadership skills or enhancing and deepening skills at all levels of leadership
- **Innovation and Transformation**
  - New, different, or revolutionary strategies and approaches for managing DEI in the workplace anywhere in the world
- **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
- **Social Responsibility**
  - The impact of societal issues on the workplace or the actions organizations can take to change society for the good of all

## INDUSTRY TRACKS

The Forum provides an opportunity for presenters with expertise in the **Higher Education, Government, Healthcare, Legal, Military, 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	Diversity for beginners/starting DEI initiatives	Political advocacy/public policy
Advancing underrepresented populations	Diversity learning and development	Polarization
Allies and champions	Diversity management	Power and privilege
Assessment (DEI)/climate surveys	Diversity of thought	Practitioner competency
Authenticity	EEO/affirmative action/legal	Professional development (DEI)
B2B diversity	Emerging DEI trends	Psychological safety
Belonging	Empathy/emotional intelligence	Race/racism/ethnicity
Best practices	Employee engagement	Research (DEI)
Branding/marketing (DEI)	Employee/Business Resource	Religion in the workplace
Breaking/dismantling/eliminating systemic barriers	Groups/Networks	Social justice/responsibility
Bullying	Equity	Social media & DEI
Business acumen for DE&I practitioners	Ethics (DEI)	Social/political/economic change
Change management/culture change	Executive accountability/commitment	Socio-economics
Coaching/mentoring/sponsorship	Future workplace	STEM/STEAM
Colorism	Gaps-education/employment/income	Strategy-business/DE&I
Community building/leadership	Gender disparities	Strategic visioning initiatives
Conflict management/cultural conflict	Generational differences/aging	Succession planning
Cross sector partnerships	Global DEI	Supplier diversity
Cross-cultural communication	Government initiatives	Sustainability
Cultural agility/competence	Governance (DEI)	Systemic racism
Decolonization	Healthcare	Talent (diversifying/equitable) acquisition development management segmentation
Demographic shifts	Identity	Teams (diverse, virtual)
Difficult conversations	Immigration	Technology
Disability at work	Inclusion	Trauma
Disruptive learning	Industry sectors	Unconscious bias
Diversifying leadership	Innovation	Unions and diversity
Diversity and cultures of inclusion in corporations/boards in higher education in K-12 education in nonprofits in small business in the arts	Intersectionality	Universal design
Diversity competency/standards	Language and communication	Values (DEI)
Diversity councils	Leadership development	Veterans' employment
	Legal/HR	Wellness/mindfulness
	LGBTQIA+	Workplace flexibility toxic virtual
	Mental health	White men
	Metrics and analytics	Whiteness
	Microinequities	Women in leadership
	Multicultural markets	Work-life balance
	Organizational development, values, and culture change	
	Pipeline diversification	
	Pluralism in America	

## APPLICATION DEADLINES

Date/Time (CDT)	Event
June 8, 2022	Call for Proposals opens
June 15, 2022 1:00pm	Join a Q&A webinar ( <a href="#">register here</a> )
July 12, 2022 11:00am	Join a Q&A webinar ( <a href="#">register here</a> )
July 15, 2022 11:59pm	Call for Proposals closes

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

## SUBMISSION DEADLINE

Proposals are due no later than Friday, July 15, 2022. 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](https://ForumWorkplaceInclusion.org) in order to RSVP or use the links below.

Wednesday, June 15th, 1:00 – 2:00 pm CDT: [Click to RSVP](#)

Tuesday, July 12th, 11:00 – 12:00 pm CDT: [Click to RSVP](#)

## TIMELINE AND POLICIES

Date/Time (CDT)	Activity
August 18, 2022	Program Committee reviews proposals
November 22, 2022	Notice emailed to proposers
December 2, 2022	Deadline to confirm participation
December 16, 2022	Session date and time emailed to presenters
January 20, 2023	Deadline to submit edits to session (if any)
February 17, 2023	Complimentary Presenter Registration Deadline
March 20, 2023	Handouts and slide deck uploaded to conference platform
March 27-29, 2023	The Forum on Workplace Inclusion® Annual Conference

## 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 February 17, 2023. 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 20, 2023 to be posted online for attendee reference
- F. Availability - Submission of a proposal is an agreement to present on any of the conference dates (March 27, 28, or 29, 2023) 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. We do not provide post conference access to presenters of these recordings.
- 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\***

Featured Session, Spotlight, Trend Talk, Workshop, 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

Diversity Executive Forum, Fall Conference, Podcast, Professional Development Lab, 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), the Society for Human Resources Management (SHRM), and the Minnesota Board of School Administrators (BOSA). The Forum conference has also been designed to meet the Minnesota Board of Nursing continuing education requirements.

### **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 - in the case of **virtual presentations** - for presentation assistants provided by the presenters to assist them with PowerPoint, pollings, and Q&A. Assistants must be in attendance at rehearsals with production teams.

## **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@augzburg.edu](mailto:gocmen@augzburg.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@augzburg.edu](mailto:workplaceforum@augzburg.edu).

## **VIDEO RECORDING**

The Forum will record selected sessions for on demand access after the conference. However, as noted above (presentation policies, Section G), presenters will not have access to these recordings. If you would like to bring in your own videographer, please contact The Forum by email at [workplaceforumpresenters@augzburg.edu](mailto:workplaceforumpresenters@augzburg.edu) before February 10, 2023. You will be responsible for any charges related to video recording your session.

## **QUESTIONS?**

Contact [workplaceforum@augzburg.edu](mailto:workplaceforum@augzburg.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).**