



## 2024 Inclusion Summit Call for Speakers

### Call for presenters

The 2024 Inclusion Summit is seeking dynamic speakers to deliver bold learning sessions that align with the theme of Audacious Dialogues in DEI. Our learning sessions will be bookended each day by dynamic and interactive keynote sessions. We have limited speaker sessions to fill, so please be as thorough and descriptive as possible in your proposals for the best chance at selection.

### About our Conference

This unique collaborative national conference is led by the Center for Disability Inclusion, in partnership with the DEI Consortium (KC), the KC Chamber, and the National Association of Asian American Professionals-Kansas City (NAAAP-KC), centered around inclusion for all.

The 2024 Inclusion Summit will take place in-person at The Abbott in Kansas City, MO and virtually on September 26-27, 2024. All speakers will be in-person. Each day will have opening and closing keynotes, some that include workshop elements. The first day will culminate with a social networking event at the Abbott. Day two, and the Summit, will conclude with a book signing from an esteemed author and one of our keynote speakers.

The Inclusion Summit will be the premier meeting ground for DEI professionals across many industries, and include representatives and practitioners from business, educational institutions, government and not-for-profit organizations from across the U.S and other countries. The 2023 Inclusion Summit welcomed 296 Attendees, from 142 Companies, 24 States and 2 Countries. The anticipated audience for 2024 is more than 300 in-person and 150 virtual attendees will participate in this annual conference to hear from recognized experts to gain tangible and actionable insights that honor the intersectionality of lived experiences and support audacious dialogues in DEI.

## Conference Benefits

1. The Inclusion Summit consists of two half days of learning, engagement and networking for professionals working in and committed to diversity, equity, inclusion, belonging and accessibility.
2. The Conference draws attendees from a broad cross-section of geography, industries and practices including healthcare, A/E/C, hospitality, higher education, manufacturing, government, transportation, utilities, financial services, technology, and professional services.
3. The Conference provides presenters with an opportunity to demonstrate expertise in their areas of specialization and interest.
4. While all speakers must register for the Conference, there is no registration fee for speakers. Speakers can attend Conference sessions, participate in Conference meals and attend Conference receptions at no charge. Note, however, there will be a maximum of two (2) complimentary registrations per presentation, and all expenses other than Conference registration (hotel, transportation, etc.) will be the responsibility of all speaker(s).

## Instructions for submitting a proposal

If you are interested in presenting at the Conference, please click the "[submission form](#)" link at the end of this document.

We are seeking presentations for regular conference sessions. All learning sessions will be main stage for all attendees, and not in a small breakout setting.

These sessions should be new and innovative presentations should help attendees embrace the power of audacious dialogues and take tangible steps toward more audacious conversations in the DEIB/A space.

You may submit multiple proposals; however, in most cases speakers will be selected for one Conference presentation only. **Do not submit a presentation that was presented at an Inclusion Summit the last three years – repeat presentations will not be selected.** In addition, we may limit the number of presentations from an organization in order to ensure a diverse array of perspectives. Diversity of thought is an important aspect of this conference and can explain why the same topic is presented by different speakers through different lenses.

Priority in selection will be given to novel and innovative presentations. Interactive audience participation programs would be appreciated. Summit Planning Committee Chairs may authorize limited exceptions.

### *Session formats and lengths*

Formats to choose from: Presentation (solo or co-facilitated 50 min), fireside chat (50 min), workshop (60 mins or 75 mins)

Your submission should answer include how your session completes the statement: "The audacity of \_\_\_\_\_."

All speakers at the Conference shall have the primary objective of providing materials of educational, developmental, and/or strategic value to Conference attendees. Each session must have tangible takeaways for attendees. Presentations **MUST NOT** include any overt solicitation on behalf of any individual, vendor, product, or commercial activity.

Other areas of importance are being inspired to be bold in DEI space and practical takeaways for Summit attendees.

**Proposal Submission Deadline: Completed proposals MUST be received by no later than end of day on April 15, 2024. Proposals received after 11:59 PM PST will not be considered.**

### **Speaker Notification**

The Summit Planning Committee will notify selected speakers by May 31, 2024. The Summit Planning Committee reserves the right to select all speakers for the Summit and to withdraw offers to speak at the Summit.

### **Compensation**

If selected as a speaker you will receive a complimentary conference registration for your participation as a session speaker. Travel and lodging costs are the responsibility of the speaker.

### **Speaker protocol**

#### Objectives

All speakers at the Conference shall have the primary objective of providing materials of educational, developmental, and/or strategic value to Conference attendees. **Each session must have tangible takeaways for attendees.** Presentations **MUST NOT** include any overt solicitation on behalf of any individual, vendor, product, or commercial activity.

#### References to materials

If speakers reference materials published by other organizations, they must receive approval to include the detail in their materials. Speakers are responsible for dealing with all copyright issues.

#### Speaker submission deadlines

Speakers **MUST** adhere to all submission deadlines set by the Summit Planning Committee. Failure to submit requested materials or meet any submission deadlines may result in materials not being distributed to attendees, revocation of a speaker's complimentary Conference registration fee, and/or revocation of the speaker's selection to present at the Inclusion Summit.

#### Speaker cancellations

If a selected speaker cannot attend the Conference, the Conference Program Committee asks for a 60-day notice so that the speaker's slot can be replaced. Speakers may not substitute another speaker without express written consent of the Conference Program Committee chairs.

## Speaker attire

Speakers should adhere to business casual attire that is authentic to their person.

## Speaker technology

Speakers should be able to use microphones, laptop computers, and other tools required for their presentations. All videos used in speaker presentations should include closed captioning, and presentation slides should be built using the PowerPoint platform to utilize captioning during the live presentation.

## Special accommodations

The Conference is sensitive to the needs of speakers who require any type of special accommodations. A request for accommodation will have no negative impact on the selection process.

## **General Guidelines on presentations**

### Expectations of speakers

1. Exhibit a high level of professionalism.
2. Deliver an engaging, dynamic learning session.
3. Provide all materials by the designated deadlines, including timely submission of the presentation materials.
4. Begin and end presentations on time and allow for time for questions during or at the end of presentations.
5. Make presentations as interactive as possible.
6. Provide all participants with tangible takeaways.
7. Presentation slides should be built using the PowerPoint platform to utilize captioning during the live presentation.

## **Speaker representatives**

1. Presentation format can be a solo presenter or co-facilitated (max of 2 presenters)
2. Fireside chat: max of 3 presenters, with 1 being the facilitator
3. Workshop style sessions can include up to 3 people from a team to assist with facilitation and presentation.
4. Additional Speakers: Requests for additional speakers for any particular session beyond the numbers noted above must be approved in advance by the Summit Planning Committee. Authorization for additional people will not affect the maximum number of complimentary registrations, which is capped at two (2) per presentation.

## **Criteria for Selecting Speakers**

Our top priority is for all learning sessions to align with and elevate the impact of the 2024 Inclusion Summit theme of “Audacious Dialogues”. We strive to offer a balanced schedule of programs to address current and emerging DEI topics in the areas of diversity, equity, disability, mental health, allyship, belonging....

Speakers should propose topics that will meet the needs and interests of Conference attendees. Presentations may include practical, immediately applicable work tools or innovative ideas that give Summit attendees insights into how to cope with ongoing changes in the regulatory environment and in the workplace.

There is no requirement that speakers have presented before at the Inclusion Summit. We welcome newcomers! Our goal is to find the most effective speakers who can provide interesting, thought-provoking, valuable information to attendees.

The Summit Planning Committee will select speakers for the Summit based on the speaker’s presentation abstract, speaker ability, the importance of the subject matter, and the content value-add that the presentation may bring to the Summit. The Summit Planning Committee intends to provide a variety of speakers and topics to enhance the Summit program and will give particular weight to presentations that are novel and innovative.

Participation in Summit planning or acting as a sponsor or exhibitor DOES NOT guarantee selection as a speaker. We do not adhere at any time to “pay to play.” Speakers are selected based on the best topics and presentations as decided by the Planning Committee.

There is no guarantee that speakers who presented at a prior Summits will be selected as a speaker for the 2024 Conference.

## **Speaker Information needed for the proposal**

1. Presenter #1
2. Presenter Name (Last, First)
3. Business Title
4. Presenter Company/Organization Name
5. Telephone Number
6. Email Address

## **Presentation Details**

All Presentation Content Fields are mandatory submission fields. If a Presentation Content Field is not completed the submission will be deemed incomplete and will not be considered.

1. Title
2. Presentation description
  - a. Summary of info
  - b. How you will share the info with audience
  - c. Why is the session important and on theme with Audacious Dialogues
  - d. How will you incorporate audience interaction into your session
3. Abstract (75 words) with at least 3 learning objectives
4. Presenter bio

## **A/V/P release**

I understand that, the 2024 Inclusion Summit is a hybrid event with all sessions live streamed to ticketed registrants. If selected to present at the 2024 Inclusion Summit I understand that video, audio and photography for marketing and promotional purposes will be part of the event experience.

By submitting a proposal for consideration I acknowledge irrevocable consent and authorization for the publication and promotional use of any video/audio/photographs created for or at the 2024 Inclusion Summit, in whole or in conjunction with other video/audio/photographs in any medium currently existing or hereinafter created and for any lawful purpose, including illustration, promotion, advertising or web content, without any royalty or compensation to me.

I waive any right to notice, inspection or approval of any use of the video/audio/photographs captured as part of the 2024 Inclusion Summit, and I release the Inclusion Summit from any claim or liability arising from or in connection with the Inclusion Summit's use of any of these video/audio/photographs or any alteration, processing or use of these materials in composite form, whether intentional or otherwise.

## **Acknowledgement**

I certify that all the information provided is correct and I authorize the 2024 Inclusion Summit to use this proposal and all information contained herein for the purposes of review and consideration for selection as a Conference presenter. I acknowledge that I have read all instructions and will adhere to all deadlines, including submission of materials, if my proposal is selected. I agree that I will provide my presentation to the Summit Inclusion planning committee no later than September 12, 2024. I also acknowledge that failure to timely submit materials may result in revocation of my complimentary conference registration and/or my selection to present at the 2024 Inclusion Summit or future events.

[COMPLETE ONLINE CALL FOR PRESENTERS FORM](#)

## **Contact information for assistance**

Information, questions, or concerns with regard to the speaker protocol or for assistance needed to complete the submission form, please contact the Inclusion Summit Conference Committee at [mwalls@centerfordisabilityinclusion.org](mailto:mwalls@centerfordisabilityinclusion.org) or 402-990-4172. If sending an email, please use the subject "Inclusion Summit Speaker RFP assistance".