



CALL FOR PRESENTATIONS & SPEAKERS APPLICATION FORM

Due March 2, 2015

Diversity Woman is pleased to announce the **10th Annual 2015 Diversity Women's Business Leadership Conference & Mosaic Awards Luncheon**.

Over 400 women, will attend *Diversity Woman Magazine's*, conference taking place October 15-16, 2015, at Disney's Yacht & Beach Club Resort & Convention Center, in Orlando, Florida. Throughout two full days of learnings with distinguished male and female influencers, participants will witness extraordinary leadership and celebrate outstanding accomplishments.

On the following pages please find the application in order to be considered as a presenter at this year's conference. All applications will be reviewed during the month of March and finalists will be contacted by April 6. We thank you for your interest.

2015 CONFERENCE THEME LEADERSHIP 2015: Creating Inclusive Leadership
Workplace for Cultural & Global Change

Diversity Woman Magazine www.diversitywoman.com is a national publication dedicated to supporting the leadership and executive development of women of all races, cultures and backgrounds, through its magazine, website and annual conference. Over 400 diverse and multicultural women representing Fortune 1,000 companies, non-profit organization and government agencies will attend this year's conference. *Diversity Woman Magazine* is now available in select Barnes & Noble Bookstores.

GUIDELINES

All sections are required unless stated otherwise. Incomplete applications will not be accepted.

GENERAL QUESTIONS

Contact Sigrid@diversitywoman.com or 202.340.9233

EMAIL ELECTRONIC SUBMISSION TO

Sigrid@diversitywoman.com **by March 2, 2015** Notification of receipt to be received within 48 hours of submission [only electronic materials will be accepted].

PRESENTATION & SPEAKER APPLICATION FORM

KEY CONTACT INFORMATION

First and last name:	
Company:	
Position:	
Email:	
Phone:	
Street Address:	
City/State/Zip:	

Contact information for the presenter(s). Supply information as it should appear in the program book.

MAIN PRESENTER

First and last name:	
Degrees (if applicable): Ph.D., M.A.	
Company:	
Position:	
Email:	
Phone:	
Street Address:	
City/State/Zip:	

ADDITIONAL PRESENTERS/PANELISTS

First and last name:	
Degrees (if applicable): Ph.D., M.A.	
Company:	
Position:	
Email:	
Phone:	
Street Address:	
City/State/Zip:	

1. BIOGRAPHY & PICTURE

Please submit your biography relevant to your qualifications for this presentation. Your biography will be printed in the conference program and posted on our web. Please submit up to **300 words** in a written/narrative format and NOT a CV/resume. Please attached a color head shot of 300 dpi or higher in resolution ONLY .jpeg or .tif formats will be accepted. Pictures embedded in the biography will not be accepted.

<<type information here – up to 300 words>>

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2. TOPIC OF YOUR PRESENTATION

Please consider below outlined bullet points when developing your write up. Explain how you will convey the content to the participants and what background information you will use for example, best practices, case studies and data. Only respond to applicable items. Kindly describe in the space below:

- Your initiative in detail including specific examples, such as: make up, how do you track, or measure success/data/ROI,
- This initiative's short and long term goals, senior leadership's involvement,
- Strategies that support overcoming obstacles, best practices, how can one implement these strategies across industry,

- What specific examples you have encountered in launching and growing this initiative? How have barriers been removed?

<<type information here - up to 800 words>>

3. DIVERSITY WOMAN IS ACCEPTING APPLICATIONS ONLY FOR WORKSHOP SESSIONS TAKING PLACE OCTOBER 15 & 16, 2015

Please check off all boxes that apply.

Concurrent Workshop Sessions

1 1/2 hours, taking place in the morning and REPEAT in the afternoon.

FORMAT

Up to three [3] individuals providing hands-on content with attendees learning practicing skills, tools, & strategies.

Up to three [3] individuals providing an in depth case study with attendees learning topical/industry specific best practices & strategies.

Diversity Woman encourages presentations that include collaborate efforts.

<<type additional comments - up to 100 words>>

4. SESSION TITLE

Titles should be concise and intriguing. Attendees will choose from up to five [5] other session titles per time block. Diversity Woman reserves the right to re-title sessions.

<<type information here – up to 12 words>>

5. SESSION DESCRIPTION

Descriptions should be no more than 200 words and will be printed in the program book. **This is your marketing material.** Suggested format: Describe the problem. State your solution. Describe the activities that will result in the learning outcomes below.

<<type additional comments - up to 200 words>>

6. LEARNING OBJECTIVES

Diversity Woman's conference is an interactive learning platform and designed for attendees to learn applicable skills to become a change agent. In the space below please identify two-three key learnings/outcomes.

<<type information here>>

- 1.
- 2.
- 3.

7. AUDIO VISUAL [AV] EQUIPMENT

Please describe what AV your presentation requires, such as flipcharts, PowerPoint, video clips etc. **PLEASE NOTE DIVERSITY WOMAN DOES NOT PROVIDE LAPTOPS.**

<<type information here>>

8. ROOM SET UP

Session rooms are set in theatre style. We try to accommodate set up when possible, please list your preference below:

- Round tables – seated with 10-12 participants
- Classroom – rows of tables & chairs
- Other – Please describe:

9. REFERENCES

Please provide up to two references of past conferences at which you have presented and an individuals who we may contact.

First & last name:	
Company:	
Title:	
Email/phone:	
Event location/topic & date:	

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Company:	
Title:	
Email/phone:	
Event location/topic & date:	

10. Please offer in the space below any additional information that the program committee should be aware of when reviewing your submission/presentation?

<<type information here>>

I have completed the speaker/presentation application form and I am duly authorized to submit these materials.

By (Signature): _____

Print First & Last Name: _____

Title: _____ Date: _____