



## 2023 Call for Presenters

The [City of Richmond Diversity Symposium](#) is a free conference for professionals, volunteers and community members interested in learning, sharing and advancing diversity, equity and inclusion in their communities. The Diversity Symposium aims to equip participants with the knowledge, skills and tools to build diverse, equitable and inclusive communities. **This year's symposium is happening from October 23 to 27, 2023.** Virtual sessions will take place from October 23 to 27 and an in-person session will be happening on October 27.

The City of Richmond is seeking presentation proposals for the virtual sessions of the 2023 Diversity Symposium.

The theme for this year's symposium is **Resilience** - the ability to adapt and evolve through adversity and change. We are looking for proposals that focus on building resilient communities through the lens of diversity, equity and inclusion (DEI), including emerging topics and trends, best practices and innovative ideas, or thought-provoking conversations. Deadline for submission is **Monday, May 8, 2023 at 5:00 p.m. PST.**

### Why be a presenter?

The City of Richmond Diversity Symposium offers a unique opportunity to learn, share and collaborate with a community of DEI practitioners from various municipal governments, not-for-profit groups, social service organizations, the private sector and academic institutions who are working towards advancing diversity, equity and inclusion.

### The Diversity Symposium welcomes proposals that:

- Explore emerging practices and innovative ideas that facilitate understanding and connection across people of diverse backgrounds.
- Provide participants with practical skills, ideas, strategies, and perspectives to tackle challenges and inspire action and social change in their respective fields.
- Identify best practices and lessons learned on pressing social issues related to diversity, equity and inclusion.

As a conference focused on diversity, equity and inclusion, we are committed to amplifying the voices of equity-deserving groups. Those who identify as a member of equity-deserving groups,

such as Indigenous, racialized, 2SLGBTQI+ and other underrepresented groups, are strongly encouraged to submit a proposal. Accessibility accommodations can be made upon request.

## Formats

All sessions are either 60 or 90 minutes long.

- Individual or Group Presentation – One or more speakers present on a chosen topic, followed by a Q&A period.
- Workshop – A group of people engage in intensive discussion and activity on a particular subject.
- Have an idea for a different format? Let us know!

## Important Technology Information and Guidelines

- A brief technical rehearsal will be required of all speakers selected two weeks prior to the scheduled presentation.
- Slide presentations should be made available to City of Richmond staff as backup in case of technical issues.
- All presentations will be recorded and made available to registrants for a limited period after the scheduled presentation.
- Make sure that your device can support WebEx or Zoom platforms.

## Speaker Honoraria

Each proposal selected for inclusion in the symposium is allocated a \$300 honorarium for the presenter's work in preparing and presenting the session. This honorarium will be shared between speakers who co-present.

## Important Dates

May 8, 2023 – Deadline for proposal submission.

May 31, 2023 – Notification of accepted proposals will be issued.

October 9 to 20, 2023 – Mandatory technical rehearsal for selected speakers.

## Apply

Please submit proposals by filling out the [online form](#) or by submitting a PDF copy (fillable PDF attached) of your proposal to [DiversitySymposium@richmond.ca](mailto:DiversitySymposium@richmond.ca) by **Monday, May 8, 2023 at 5:00 p.m. PST.**

If these methods of applying pose any barriers, please contact Peggy Chen, Inclusion Coordinator, at 604-276-4104 or [DiversitySymposium@richmond.ca](mailto:DiversitySymposium@richmond.ca) for support.

## Questions?

We invite you to connect with us by phone at 604-276-4104, or by email at [DiversitySymposium@richmond.ca](mailto:DiversitySymposium@richmond.ca) to discuss ideas for proposals.



5. **Please describe your previous experience in presentations and facilitating sessions (e.g. past presentations, types of speaking engagements, how often you have presented, size of audience).**  
Maximum 100 words.

6. **Presentation Type: Please share which type of presentation you have planned** *(timing is based on a one hour session).*

- ☐ **Individual Presentation:** One speaker and one topic, followed by a Q&A period. Plan for a 45-minute presentation and 15-minute discussion.
- ☐ **Group Presentation:** Two or more speakers present together on a chosen topic, followed by a Q&A period. Plan for a 45-minute presentation and 15-minute discussion.
- ☐ **Workshop:** A group of people engages in intensive discussion and activity on a particular subject.
- ☐ **Panel:** Two or more speakers share the time equally, reflecting on topics that complement each other.
- ☐ **Other:** Have an idea for a different type of presentation? Let us know!

7. **What would be the preferred length of time for your session?**

- ☐ 1 hour ☐ 1.5 hour

8. **Please describe how you will engage with participants in your virtual presentation.**

9. **Please select your 3 preferred session dates and times. All sessions will be scheduled on Pacific Standard Time (PST).**

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|--|--|
| <input type="checkbox"/> Monday, October 23 Morning session    | <input type="checkbox"/> Wednesday, October 25 Afternoon session |
| <input type="checkbox"/> Monday, October 23 Afternoon session  | <input type="checkbox"/> Thursday, October 26 Morning session    |
| <input type="checkbox"/> Tuesday, October 24 Morning session   | <input type="checkbox"/> Thursday, October 26 Afternoon session  |
| <input type="checkbox"/> Tuesday, October 24 Afternoon session | <input type="checkbox"/> Friday, October 27 Morning session      |
| <input type="checkbox"/> Wednesday, October 25 Morning session |  |

**Note:** A mandatory dry run/practice session will be scheduled with staff and a session host two weeks prior to the scheduled presentation.

#### 10. Honorarium

An honorarium of \$300 is allocated for each presentation. If there is more than one presenter, the honorarium will be shared.

☐ Yes, I require an honorarium

☐ No, I do not require an honorarium

#### 11. Accessibility Accommodations

We are committed to providing an inclusive environment for our presenters. Please describe any accommodations you may require for your presentation.

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**Thank you for your proposal. Please e-mail [DiversitySymposium@richmond.ca](mailto:DiversitySymposium@richmond.ca) or call 604-276-4104 for questions or assistance regarding your submission or to submit any supplementary information.**