



**National Gay and Lesbian Task Force**  
**The 26th National Conference on LGBT Equality: Creating Change**  
**Request for Proposed Workshops**  
**Deadline for Submissions: September 30, 2013**  
**Notification Process Begins On/After November 1, 2013**

## **National Gay and Lesbian Task Force**

Organized in 1973, The National Gay and Lesbian Task Force is the oldest social justice organization dedicated to securing equality for gay, lesbian, bisexual and transgender persons throughout the United States. The Task Force has led the movement at many critical junctures in its history, creating an enduring record of achievement by thinking and acting broadly and forcefully in pursuit of equality.

The mission of the National Gay and Lesbian Task Force is to build the grassroots power of the lesbian, gay, bisexual and transgender (LGBT) community. We do this by training activists, equipping state and local organizations with the skills needed to organize broad-based campaigns to defeat anti-LGBT referenda and advance pro-LGBT legislation, and building the organizational capacity of our movement. Our Policy Institute, the movement's premier think tank, provides research and policy analysis to support the struggle for complete equality and to counter right-wing lies. As part of a broader social justice movement, we work to create a nation that respects the diversity of human expression and identity and creates opportunity for all.

## **Overarching Frameworks of The Task Force**

The Task Force has adopted three overarching frameworks which guide its work: **Build, Win, Build: Secure; Vision Leadership; and Achieving Organizational Excellence.** *Build, Win, Build: Secure* means building local and statewide leadership capacity so that whether we win or lose, we can continue to build on the new foundations for future success. *Vision Leadership* means to assert a long-term and overarching vision for liberation and complete equality. *Achieving Organizational Excellence* means increasing the capacities of our organization and colleague organizations by developing innovative strategies, programs and systems that others define as "best practice." To learn more about the work and vision of the National Gay and Lesbian Task Force, [click here](#).

## **The 26th National Conference on LGBT Equality: Creating Change**

The Task Force's 26th National Conference on LGBT Equality: *Creating Change* is the nation's preeminent political, leadership and skills-building conference for the LGBT movement. For 26 years, *Creating Change* (as it is affectionately known) has been the place where thousands of committed and passionate people have developed and honed their skills, celebrated victories, built community, and been inspired by visionaries of our and other movements for justice and equality. *Creating Change* builds our movement's power from the ground up.

### **Task Force Academy for Leadership and Action**

**The Task Force Academy for Leadership and Action** serves as a primary leadership development opportunity for activists, while connecting them to a national LGBT social justice agenda grounded in Task Force values and standards. The Academy curriculum, developed by Task Force staff with input from key community organizations, leaders and activists, comprises a substantial portion of the programming offered at the *Creating Change* Conference. Accordingly, the Task Force is not soliciting proposals for Academy sessions and will invite professional trainers and faculty to present this sophisticated curriculum. To learn more about the Academy for Leadership and Action, visit our website [here](#).

### **Practice Spirit, Do Justice**

**Practice Spirit, Do Justice** is the culmination of many years of relationship building and organizing across pro-LGBT religious and spiritual communities. This programming segment at *Creating Change* is a movement-building, leadership development, organization building and educational opportunity for seasoned leaders across spiritual and religious traditions as well as for new activists interested in learning more about faith-based organizing. The Task Force welcomes all faith and spirituality organizers to submit proposals in this important topic area. Please check "Practice Spirit, Do Justice" as your topic area when submitting proposals related to faith, spirituality, and organizing with and among faith communities. To learn more about Practice Spirit, Do Justice visit our website [here](#).

### **Submitting A Session Proposal**

Thank you for your interest in submitting a workshop proposal for the *Creating Change* Conference. **Please read this document thoroughly before going online to submit your proposal.**

A sample proposal is available for review [here](#).

We strongly recommend that you have a draft of your proposal prepared before going online to submit your proposal. To submit a proposal, click [here](#).

Below are general guidelines for submitting a workshop proposal. Please be sure your proposal addresses each of the following components: (a) participant-centered and practice-oriented training, (b) progressive-learning approach, (c) session format, and (d) topic area.

## **A. Our Priorities: Participation and Practice!**

Each proposal will be reviewed to select sessions that best engage conference participants in learning and skills building. Workshop proposals should incorporate the two core principles described below.

1. **Participant-Centered:** trainings that engage trainees in every step of the process, utilizing experiential and participatory learning techniques wherever possible (as opposed to dry lectures or non-participatory panel presentations); and
2. **“Real-World” Practice:** after learning a skill, participants will be given an opportunity to practice the skill. Real world practice makes it much more likely that participants will utilize the skill when they get back home.

The Task Force discourages the submission of proposals designed as panel presentations unless there is an opportunity for substantive conference attendee participation in the dialogue. Proposals with multiple panelists (more than three) will be given lowest priority.

## **B. Progressive Learning Approach**

To provide continuity and to insure that sessions build on one another, the Creating Change program is structured to match skill levels of participants with sessions appropriate to those skill levels. You will be asked to identify the skill level of the target audience for your session.

Please use the guide below to determine the appropriate level of your workshop. The Task Force encourages proposal submissions at the intermediate and advanced level.

- Fundamentals** – Basic/entry level for new staff, board members, volunteers and activists, or existing staff, board, volunteers and activists with new responsibilities. Typically 0-1 year of experience in the topic area. Content covers terminology, basic theory and building essential skills.
- Intermediate** – Intermediate, 2-5 years experience. Content includes putting theory into practice, and practical application. Sessions deal with serious challenges or barriers to being effective. Some time is devoted to problem solving. Include pre-requisites for intermediate sessions in the session abstract portion of the proposal form.
- Advanced** – Advanced, 5+ years of experience. Sessions tailored for lead volunteers and organizers, board chairs, executive directors and senior managers, and experienced lobbyists. Content includes advanced theory, organizational management, and best practices. In addition, advanced sessions can include case study examinations and high-level problem solving. Include pre-requisites for advanced sessions in the session abstract portion of the proposal form.
- All Audiences** – Session is suitable for participants at all skill levels.

### C. Session Format

You will be asked to choose one of the following formats for your proposed session.

- Caucus** – 60-minute session. A time for affinity groups or people working on similar projects to gather and exchange ideas, network and build community; or, an opportunity to convene a group of interested participants to discuss a specific topic.
- 90 Minute Workshop** – Prepared presentations or trainings with *stated and specific learning objectives*. Workshops are teaching/learning sessions in which attendees gain useful information, advice, and technical assistance about a specific topic. These sessions are ideal for introductory and intermediate level workshops.
- 3 Hour Workshop** – Prepared presentations or trainings with *stated and specific learning objectives*. Workshops are teaching/learning sessions in which attendees gain useful information, advice, and technical assistance about a specific topic. These sessions are ideal for advanced level trainings and workshops requiring additional time for attendee participation, small group break-outs and so on.

### D. Topic Areas

Since 1988, the Creating Change Conference has brought together a community with a larger purpose: to transform our society so that LGBT persons may be free to contribute to our fullest potentials.

The Task Force seeks session proposals that include and reflect the perspectives, needs and priorities of our multi-racial, multi-gender, multi-abled, and multi-aged communities and movement.

The Creating Change program will offer sessions that teach and train the *essential skills to achieve social change*. You will be asked to select for your proposed session one of the topic areas, listed below.

Topic Areas for Creating Change Session Proposals

- Aging and Ageism**
- AIDS/HIV**
- Anti-Discrimination Laws and Policies**
- Anti-Violence, including Sexual Assault and Domestic Violence**
- Art & Culture**
- Bisexual Community & Issues**
- College Campus Issues and Organizing for Students**
- College Campus Issues and Organizing for LGBT Administrators**
- Community Centers**
- Community Organizing**
- Disability and Accessibility**

- Elections/Campaigns
- Families
- Fundraising
- Gay Male Community & Issues
- Gender and Identity
- Health
- Immigration
- International Issues
- Labor
- Legislative/Policy Initiatives
- Lesbian Community & Issues
- Marriage and Family/Relationship Recognition
- Media, Communications, and Messaging
- Military & Veterans Issues
- Movement Building
- Organizational Development
- People of Color
- Practice Spirit, Do Justice\*\*
- Racial/Economic Justice
- Research and Policy Analysis
- Schools and Education, Grades K-12
- Sexual Freedom
- Transgender Community & Issues
- Workplace
- Youth

**\*\*Note:** Practice Spirit, Do Justice is the appropriate topic area choice for session proposals related to faith, spirituality, and organizing with and among faith communities.

### **Presenter Policies**

In order to keep conference registration fees at the lowest possible rate, we ask presenters to volunteer time and expertise at Creating Change. In consideration of your service as a presenter, you will be able to register for the entire conference at a rate of \$200. This registration rate is inclusive of all day-long institutes, plenary sessions, workshops, roundtables, trainings, screenings and caucuses, beginning Wednesday morning January 29 and concluding Sunday February 2, 2014. This registration rate does not include separately ticketed special events, and travel or hotel expenses. **The presenter registration rate is limited to four presenters per session.**

After a proposal is accepted, presenters will be sent a presenter registration packet which includes a link to the online conference registration form. **Should your proposal not be accepted, you are invited to register for the conference at the presenter rate of \$200, inclusive of day-long institutes.** If you submit a proposal, please do not register for the conference at any rate higher than \$200.

## **Presenter Responsibilities**

As a presenter, you are responsible for making your own travel and hotel arrangements. The conference hotel, Hilton of the Americas Houston, located in downtown Houston, offers a conference rate of \$139.00/night for singles/doubles/triples/quads. You may reserve a room by clicking [here](#) and utilizing the online reservation link below/on the Hilton Americas-Houston logo. *Reservations must be made by Friday, January 3, 2014 to receive the guaranteed conference rate, pending availability.* Because the Creating Change host hotel often sells out, we advise that you book your room early, if possible. The 2014 Host Committee will organize a community housing program to provide a limited number of no-cost housing options for conference presenters and attendees. In order to participate, submit a completed housing request to the local Host Committee, available on our web site: [here](#).

If you submit a proposal, you are the “session contact.” Session contacts serve as the communication link between the conference organizing staff and the other presenters on your session. Session contacts must provide complete contact information for each presenter and advise conference staff of any changes in the presenter line-up. If you are submitting a proposal for a session for which you are also a presenter, please provide your complete contact information in the box marked “Presenter One.”

The National Gay and Lesbian Task Force expects that all scheduled sessions will be presented as described in your proposal and listed in the program book. Future proposals will be judged in part on whether a scheduled session is presented as described.

Each meeting room will be equipped with a flip chart and markers and LCD projector and screen. If you use a Mac for your presentation, please bring with you a Mac adaptor to connect to the LCD projector. Presenters are encouraged to provide attendees with relevant supporting materials, such as fact sheets, articles, and guides. Presenters are responsible for any copying costs incurred and must secure copies of material prior to your session.

Sessions will be scheduled on Friday January 31, Saturday February 1, or Sunday, February 2, 2014. All sessions and conference activities will be held at the Hilton of the Americas, Houston, Texas.

## **Proposal Review**

To submit a proposal, click [here](#).

All proposals will be reviewed by a team of Task Force staff and outside experts in the topic area being proposed. Considerations for selection include relevance of the proposed session to the values and principles stated in this document, especially the priorities of participation and practice; depth of content; presenter qualifications/experience with the topic; overall strength of the submission; and proposals that reflect the Task Force commitment to race/gender/class/age/disability representation. The Task Force reserves the right to reject proposals.

A sample proposal is available for review [here](#).

The Task Force will not review proposals for sessions that primarily promote or sell commercial products or to promote or sell the work product of an individual presenter. The Task Force will prioritize proposed sessions that include and reflect the perspectives, needs and priorities of our multi-racial, multi-gender, multi-abled, and multi-aged communities and movement. The Task Force reserves the right to decline to review proposals received after the posted deadline date.

To have your presentation considered for inclusion in the conference, please complete the online submission form. The proposal should be submitted with:

- Session title, *for publication*
- Topic area in which the session best fits
- a 150-200 word abstract which includes the learning objectives of the session, *not for publication*
- a session outline that delineates how time will be used in the session and how audience participation and “real world” skills practice are to be included, *not for publication*
- a 50-75 word description and any pre-requisites for attendees, suitable for publication in the conference program book
- complete contact information for the person submitting the proposal and all presenters, *not for publication*

You will be notified of the status of your proposal beginning on or after November 1, 2013.

### **Proposal Components**

- Workshop Proposal Form, online process
- Contact Person
- Skill Level Selection
- Format Selection
- Abstract with Learning Objectives (not for publication)
- Session Outline (not for publication)
- Program Book Description (for publication)
- Presenter Contact Information (not for publication)

We strongly recommend that you have a draft of your proposal prepared before going online to submit your proposal. To submit a proposal, click [here](#).

**Thank you for your interest in the 26th National Conference on LGBT Equality: Creating Change.  
See you in Houston!**