

**D&I CHANGEMAKERS  
CONFERENCE 2024**

**#EmPoweredDEI  
4-5 DECEMBER**

**DEI as a habit,  
a class like no other!**

# **Terms & Conditions**

## General information

- The DEI as a habit class is part of the general D&I Changemakers Conference agenda, and will take place on Dec 5th.
- The class is hybrid. The online part (15 min) is run as a part of the conference program, and the following onsite part (60 min) is held at the local workplaces.
- The online part of the class is run by Diversity Hub Team, whereas the onsite part is delivered by a pre-assigned Facilitator(s) within the company, who will be prepared for the successful delivery of the class.
- The online part aims to introduce the topic of DEI as a habit and to ensure alignment across all sites participating in the onsite class.
- The onsite class is conducted in a group format at the venue of the participants (local offices). The class takes place across multiple workplace locations.
- The onsite class is scripted to ease the facilitation job and ensure common learning standards.
- Every organization that registers for the class commits to delivering the class within 24 hours from when the online class ends, as part of the D&I Changemakers Conference.
- Every organization that registers for the class acquires an annual license to deliver the DEI as a habit class to their employees. The class needs to be delivered by the facilitator trained by Diversity Hub. The class needs to be delivered according to learning standards established by Diversity Hub. The license for class delivery is valid until Dec 5th 2025.
- We aim to set up a world record for the largest DEI as a habit class, by encouraging multiple organizations to sign up for the class, by attracting as many class participants as possible.
- The record will be measured by the number of people who participate in the online portion of the class that takes place in their company offices.

## Cost

### ONLINE

The online portion of the class is free for to all participants as part of the D&I Changemakers Conference Program.

### ONSITE

There is a fee for the onsite portion of the class, with the exceptions listed below.

#### Exceptions to the onsite fee:

- The fee for the onsite class is waived if you are a D&I Changemakers Conference Partner (gold, silver, bronze) or represent a Non Profit Public and/or Educational Institution.
- For all the remaining organizations the fee for the onsite part is as follows:

For companies with over 100 employees

**3 000 PLN / per company**

Companies with less than 100 employees

**1 500 PLN / per company**

If multiple groups within the same company join the onsite class, still only one fee (per company) applies.

**Additional benefits that come with joining the class are listed in the remaining sections of this document.**

## Registration

- Both the online and onsite part requires pre-registration, however the registration process is different and administered by different parties.
- To join the class, an organization must register by Oct 15. Registering to the class is equal to accepting Class Terms and Conditions.
- Facilitator(s) from the organization need(s) to be registered by Oct 30. By registering Facilitator(s) it is understood that each facilitator has been provided with and agrees to these Terms & Conditions and has agreed to those.
- A company may designate more than one Facilitator if the anticipated demand for the class is high or if multiple locations wish to participate.
- To register each Facilitator(s), the following data needs to be submitted: first name + last name + email address + phone number + location/site. From that point on, the facilitator is in contact with the Class Coordinator.
- The Facilitators' list is closed by Diversity Hub by October 30.
- The sign up process for the onsite (partial) group class is fully managed within the organization. Use the available channels and Communication Kit materials produced.
- The online part of the class requires registration via the conference website. Everyone who wishes to attend the onsite class must register to the online segment.



## Registration

- It is mandatory for every participant who signed up for the onsite class to first join the online part. Individuals within the organization who have registered for the class are encouraged to take the online class (Part 1) together as a group. For those unable to attend at this time, a recording will be made available, but the live version is recommended.
- For participants who are unable to attend the live online class during the conference, the Diversity Hub will provide a recording of the class, available in PL and ENG language versions. In this case, the Facilitator is asked to notify the Class Coordinator by November 15th in order to access the recording.
- A person who registered an organization for the class shares with the Class Coordinator data on how many training groups were gathered in the company, and what is the number of people that signed up for the onsite class. Information is to be shared by Nov 20.

## Communication & Promotion of the class

- The Class Coordinator shares the Class Communication Kit with the person who registered the organization, in order to successfully recruit staff and recruit Facilitator(s).
- The person who received the Communication Kit shares it internally with whoever needed to engage employees and recruit Facilitator(s).
- The organization communicates/promotes the class internally and externally. It is the organization's decision how to assign roles and responsibilities to successfully promote the class internally and externally.
- The Facilitator helps to promote the communication and sign up process within the organization.

## Class delivery

- The class is delivered on Dec 5.
- The recommended group class size per Facilitator is no more than 30 people to maximize the learning experience.
- In the ideal scenario people join for the live online class (during the D&I Changemakers Conference) and immediately follow with the onsite part of the class in their locations.
- If the above scenario is not feasible, it is ok to run the session from Dec 5 - Dec 6. Per request, a recording of an online class can be provided to the Facilitator.

## **The roles and expectations towards the Facilitator**

1. The Facilitator does not need to be an instructor, but facilitation experience is required. Training experience is an added benefit. The ideal facilitator is someone who is also a good networker and communicator and will be successful in promoting the class internally and externally (social media).
2. The Facilitator helps to promote the communication and sign up process within the organization.
3. Facilitator runs the DEI as a habit on site class.
4. DEI as a habit Communication Kit is shared with the Facilitator, and it contains:
  - A. DEI as a habit - description.**
  - B. DEI as a habit - What you need to know as a Facilitator.**
  - C. Zoom backgrounds** (facilitator, participant).
  - D. Social Media graphics** (facilitator, participant, organization).
  - E. Animated promo video.**
  - F. Promotional statements and key messages.**
  - G. List of tags to be used in Social Media** to ensure alignment
  - H. All Staff email** draft
  - I. All Staff newsletter** content
5. The facilitator will be fully prepared to run the class, by Diversity Hub experts, by attending the Train The Trainer online session, planned for mid-November. An invitation to the class will be sent 2 weeks prior to the session.

## **The roles and expectations towards the Facilitator**

- 6.** The Train The Trainer session will be recorded and conducted in English. The session will guide facilitators through the class objectives, lesson scenario, training materials, etc.
- 7.** Facilitators will be provided with the Class Training Kit while participating in the Train The Trainer session.
- 8.** The Training Kit contains:
  - A.** Train The Trainer online session to get you ready to run the session.
  - B.** Session script and outline.
  - C.** Presentation.
  - D.** Handouts.
  - E.** Examples one might use during the class.
- 9.** The Facilitator maintains contact with the Diversity Hub team and follows the established process and timeline.
- 10.** Facilitator ensures each person taking part in the class has signed an agreement for their image to be used by Diversity Hub, for communication purposes only. If any participant declines to do so, the Facilitator makes sure that person is not photographed during the class.
- 11.** The facilitator is asked to provide the Diversity Hub with the following materials after the class, by December 10th: the number of participants in the class, 3 photos from the class, 3 selected habits that the group came up with the description why they are important / provide the context, 1 insight from the session - this data will be used by the Diversity Hub to summarize the class in the Diversity Hub communication.
- 12.** Neither the organization, nor the Facilitator will distribute class materials beyond their organization.



## Steps & timeline

1. An organization registers for the class through a **Registration Form by Oct 15.**
2. By registering, an organization must agree to the **Class Terms & Conditions.**
3. After registering, an organization receives a login and password from the Class Coordinator (via email) to be able to download Class Communication Kit from the website. The kit helps to promote the class, encourage sign and recruit Facilitator(s).
4. An organization assigns a Facilitator(s) **by Oct 30** by sending email to the Class Coordinator.
5. Facilitator receives an invitation to the **Train The Trainer session 2 weeks prior to the session.**
6. Facilitator attends the Train The Trainer online session and receives the Class Training Kit in **mid Nov.**
7. Facilitator runs the class on **Dec 5.**

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