

Date: March 20, 2023



Dear Guest Speaker:

On behalf of Richmond Fire Department, you are invited to be a speaker at this year's annual Virginia Fire Equity and Diversity Conference to be held in Richmond, Virginia.

Richmond Fire Department and Co-host Henrico County Division of Fire are delighted to host this year's conference. The theme of the conference is "Keys to an inclusive workforce", where we will focus on hiring, retaining and leading. The conference will be held on Monday, October 23, 2023, thru Wednesday, October 25, 2023, at the Hilton Richmond Downtown.

Our anticipated attendance at this conference is approximately 300 participants. Your extensive work and contributions to the field of diversity is admired by the members of our organization and it is our hope that you accept our invitation. Should you be available, please respond with the following information: availability within the conference dates of Monday, October 23<sup>rd</sup> thru Wednesday, October 25<sup>th</sup>, desired fee, transportation, lodging and meal expenses, as well as your topic. **In addition, below you will find information on submission instructions, selection criteria and submission options.** Once provided, your information will be reviewed by the committee and follow-up letter will be forwarded.

#### **SUBMISSION INSTRUCTIONS:**

- ❖ Submit the following:
  - Presentation Title
  - Length of presentation (90 or 120 minutes)
  - Three bulleted learning objectives
  - A 150-word description of the session- be specific and precise about your presentation (include to which of the three keys; hiring, retention and leadership your presentation most applies)
- ❖ Submit a short biography no more than 50 words.
- ❖ Please attach a copy of your curriculum vitae (CV) or resume to this application.
- ❖ Please submit any fees or required expenses for your services.
- ❖ **Please note that a separate submission form is required for each presentation.**

#### **SELECTION CRITERIA:**

- ❖ Content of the presentation, including the goals and objectives.
- ❖ How well the session fits into the overall balance of the program (i.e. target audience, content, theme, new and repeated sessions, similar sessions, etc.)
- ❖ Absence of sales pitch for products or services. We will not consider proposals that include sales pitches.

#### **SUBMISSION OPTIONS:**

- ❖ Email all materials to: [vafiredeiconference@gmail.com](mailto:vafiredeiconference@gmail.com)
- ❖ Questions?

Please contact me at [vafiredeiconference@gmail.com](mailto:vafiredeiconference@gmail.com) by Friday, April 7, 2023 to let me know if you are available to speak at our conference or should you have any questions. We thank you in advance and look forward to hearing from you.

Sincerely,

*Tyese "TYE" Anderson*

Sr. Management Manager/ Personnel Coordinator

**HENRICO COUNTY DIVISION OF FIRE**