# WORKSHOPS & PRESENTATIONS GUIDELINES

Dress for Success Indianapolis (DFSI) offers educational workshops and programs designed to support women in achieving economic mobility and advancing their personal and professional goals. DFSI partners with professionals, community agencies, and subject matter experts who volunteer their time and expertise to support our participants.

These guidelines help ensure that workshops offered through DFSI are relevant, welcoming, educational, and aligned with the needs of the women DFSI serves.

## PURPOSE & PROGRAM ALIGNMENT

Workshops should support DFSI's purpose and contribute to participants' personal, professional, or financial wellbeing.

Topics may include career development, leadership, financial wellbeing and economic mobility, confidence and self-advocacy, health and wellbeing, entrepreneurship, and other areas that support personal or professional growth.

DFSI prioritizes workshop opportunities based on participant needs, organizational priorities, program schedules, and available resources.

## EDUCATIONAL & PARTICIPANT-CENTERED CONTENT

Workshops should provide participants with practical information, tools, resources, or skills they can apply in their lives.

Whenever appropriate, facilitators are encouraged to make sessions engaging and interactive through discussion, activities, examples, reflection, or other opportunities for participation.

Content should be presented in a respectful and inclusive manner and should be appropriate for the intended audience.

## FACILITATOR EXPERTISE & RESPONSIBILITY

Facilitators should present topics that align with their knowledge, lived experience, professional experience, or area of expertise.

Facilitators are responsible for making reasonable efforts to ensure that information and resources shared with participants are accurate and current.

Workshops addressing financial, legal, health, or other specialized topics should be educational in nature and should not be presented as individualized professional advice.

## NON-COMMERCIAL PROGRAMMING

DFSI workshops are intended to educate and support participants rather than generate business for facilitators.

Facilitators may identify their organizations, professional role, and relevant services as part of their introduction or workshop materials. However, presentations should not primarily promote or sell products, services, memberships, or paid programs.

Participant contact information may not be collected or used for marketing or solicitation without the participant's explicit permission and approval from DFSI.

## VOLUNTEER PARTICIPATION

Workshop facilitation is generally a volunteer opportunity. Facilitators contribute their time and expertise in support of DFSI's mission and participants.

DFSI does not provide speaker fees, honoraria, or other compensation unless an alternative arrangement has been approved in advance.

## WORKSHOP MATERIALS & PROMOTION

DFSI may request presentation materials, handouts, facilitator biographies, photographs, or other information needed to prepare for or promote a workshop.

DFSI may promote workshops and facilitators through its website, email communications, social media, or other organizational communications.

Facilitators should coordinate with DFSI before distributing promotional materials, collecting participant information, or offering follow-up opportunities directly to participants.

## SELECTION & SCHEDULING

Submitting a workshop idea does not guarantee a presentation opportunity.

DFSI reviews potential workshops based on factors such as:

- Alignment with DFSI's purpose and program priorities
- Relevance to participant interests and needs
- Facilitator expertise and experience
- Educational value and opportunities for participant engagement
- Similarity to existing or recently offered programming
- Scheduling, space, technology, and other logistical considerations

DFSI may request modifications to a proposed workshop's content, format, title, materials, or timing to better meet participant or program needs.

## OUR SHARED COMMITMENT

DFSI strives to create programming that is practical, respectful, welcoming, and responsive to participants. We ask facilitators to approach workshops with the same commitment and to help create an environment in which participants feel comfortable learning, asking questions, and engage with one another.