



Outstanding Submission Questions: Completion Guidance

This is a guide to the submission questions for the **Outstanding LGBTQ+ Role Model Lists 2023**. All entries are scored by our judges to help determine which individuals will appear on our latest lists. This guide is designed to clarify what type of activity and evidence should be put into each question response, and what our judges are looking for in the responses of a potential Role Model.

Please note that all our Role Model questions are seeking to understand what you are doing **outside of your everyday work** to inspire and develop the next generation of diverse talent. This means activities which are a standard part of your role at your organization cannot be included or scored. Nominees cannot work professionally in diversity or inclusion or be in a role where the majority of their work is focused on DEI activity. Those who have DEI as part of a much wider remit within their role are allowed.

General Guidance:

All of the questions have a word limit so we expect that responses will be concise. Our judges score only for the activities and achievements you outline and there are no scores assigned for the style or presentation of your response. Please use bullet points and lists and write as concisely as possible.

We are interested in work that makes a difference. Therefore, providing information on the specific outcomes and impact of your activities in all responses is important for our judges to be able to understand and appropriately score the scale of your achievements. Supporting this with any statistics, feedback or examples you have will enhance your responses and the likely scores awarded. Please ensure that you only include details from the last two years in Sections 4 and 5. There is an opportunity to include details from beyond the last two years in Section 6. Any details from beyond the last two years included in Sections 4 and 5 will not be considered.

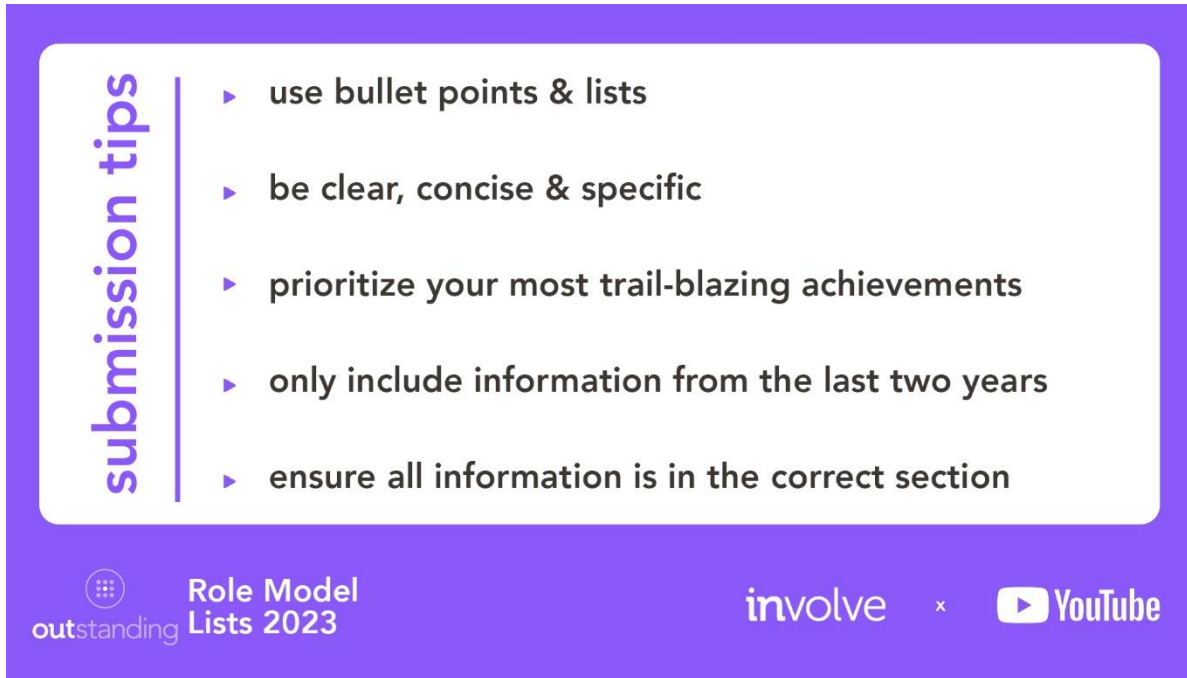
Responses on our online form cannot be saved prior to submission. We therefore suggest that you prepare your answers first and then cut/paste them onto the form once complete.

About the change to Top 100

Our Top 100 Lists are changing. With so much ground-breaking work being done for inclusion across different countries and industry sectors it is becoming increasingly challenging for our judges to compare and decide on the order of a fully ranked Top 100.

Therefore, since 2021 we will be showcasing a list of Top 20 Role Models alongside unranked profiles of a further 80 amazing Role Models to create our full Top 100 Role Model List.

Question Guidance



submission tips

- ▶ use bullet points & lists
- ▶ be clear, concise & specific
- ▶ prioritize your most trail-blazing achievements
- ▶ only include information from the last two years
- ▶ ensure all information is in the correct section

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Section 1: About you

Which list are you making a submission for?

Please select the appropriate list that you would like your submission to be considered for.

LGBTQ+ Executives - Senior LGBTQ+ leading by example and driving change to increase LGBTQ+ inclusion in the workplace. The List will feature our Top 20 LGBTQ+ Executive Role Models alongside 80 other amazing LGBTQ+ senior leaders who are changing the face of modern business.

LGBTQ+ Future Leaders - Inspirational LGBTQ+ who are not yet senior leaders in an organisation but are making a significant contribution to LGBTQ+ inclusion at work. The List features our Top 20 LGBTQ+ Future Leaders alongside 80 other up-and-coming LGBTQ+ leaders who are making an impact for inclusion.

Ally Executives - Senior leaders who are advocates for LGBTQ+ in business and dedicated to creating a more diverse and inclusive business environment for LGBTQ+.



Introductory Questions

The rest of this section is made up of simple introductory questions including contact details and basic information regarding your role and the company that you work in.

We also ask if you have appeared in an Outstanding List before. This allows us to monitor how many applications come from previous Role Models.

Section 2: Your role

Do you oversee/manage a team?

This question asks how many people overall (if any) you oversee or manage in your current role. This helps the judges to understand your position within your organization and the number of people internally over which you have a direct influence.

Alongside other information in the submission form, this question helps us to check that individuals have selected the correct category for their submission.

Section 3: Diversity

We proactively track the diversity of submissions we receive, and we encourage all participants to complete these questions to help us monitor the diversity within the final lists against the diversity of applications.

As the Outstanding Role Model Lists are for LGBTQ+ people and their allies, the sexual orientation question in section 3 is mandatory to ensure individuals qualify for the category they have selected. The other questions in this section are optional, but along with the sexual orientation question, they help us to ensure that we have received submissions that represent the full spectrum of diversity. Any information you provide is strictly confidential.

Section 4: Your internal work for LGBTQ+ inclusion

- 1. Are you currently a member of/involved in any internal groups promoting LGBTQ+ individuals' diversity and inclusion?**

If yes, please list the roles in these groups or networks in which you have had the most impact.



2. How have you been involved in promoting LGBTQ+ individuals' diversity and inclusion within your company (with an internal group or otherwise) and what impact has this had within the company in the last two years? (200 words)

This question covers all the work you have done to increase inclusion within your own organization, or with internal audiences.

This could include:

- If you have taken part in existing groups promoting LGBTQ+ inclusion internally and/or have actively participated in internal events and initiatives.
- If you have been involved with internal groups (including a leadership role) and/or internal events, mentoring and can demonstrate that you have driven specific initiatives which have had a clear impact on LGBTQ+ inclusion.
- If you have driven specific groups/schemes or programs internally dedicated to LGBTQ+ inclusion and have been a leading figure internally for inclusion activity supported by internal media.

Please use bullet points and include the time frame of each initiative/activity.

Section 5: Your public work supporting LGBTQ+ inclusion

1. Are you currently a member of/involved in any external groups promoting LGBTQ+ individuals' diversity and inclusion?

If yes, please list the roles in these groups or networks in which you have had the most impact.

2. How have you been involved in promoting LGBTQ+ individuals' diversity and inclusion outside of your organization and what impact has this had within the last two years? (300 words)

This question covers any work you have done separate to your own organization for external audiences. This would usually be work that is outside your working hours, and which takes place outside of your office.



This could include:

- prominent initiatives undertaken outside your organization
- high-profile speaking engagements or panel discussions
- diversity and inclusion awards
- prominent media opportunities including interviews, press articles and being quoted
- your formal roles and work with external organizations around diversity and inclusion, including non-profits and schools.

Please use bullet points and include the time frame of each initiative/activity.

Section 6: Further information and headshot

Please provide any further information relevant to being a Role Model for inclusion not covered in earlier questions (200 words).

This could include:

- any information on your personal journey or any specific life events which have influenced or inspired your work supporting inclusion
- experience gained working in different parts of the world
- work and initiatives focused on other areas of inclusion or on intersectionality
- any community advocacy or youth work

Please use bullet points.

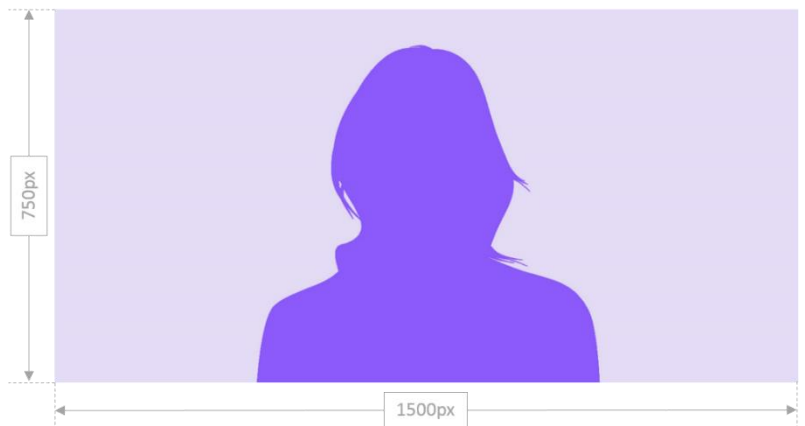
Please upload a high-resolution professional headshot.



Requirements:

- at least 1500x750 pixels
- landscape orientation
- PNG or JPG file type
- maximum 50MB

This is the image that we will use should you be featured on the Outstanding LGBTQ+ Role Model Lists 2023.



Please note that you must submit a headshot to be considered for the Outstanding LGBTQ+ Role Model Lists. Without a headshot we cannot include you in the Lists. If you cannot upload a headshot through this form, please email it to us at OUTnominations@involvepeople.org.

If you have any further questions about the submissions process, please don't hesitate to get in contact at OUTnominations@involvepeople.org.