

# Philadelphia **Trans Wellness** **Conference**

A PROGRAM OF MAZZONI CENTER

## Philadelphia Trans Wellness Conference Planning Structure

Since its inception, the planning and decision-making structure of the *Philadelphia Trans Wellness Conference* (PTWC) has undergone many changes based upon the individuals involved in the process, the size and scope of the conference, and its institutional affiliation. As a program of Mazzoni Center, it is the agency's responsibility to define and implement the planning and decision-making structure.

The model detailed here for the 2019 *Philadelphia Trans Wellness Conference* includes **Mazzoni Center and an Interdisciplinary Review Committee**. The goal of this model is to ensure quality program content through community input with diverse interdisciplinary participation and to streamline decision-making processes to effectively and efficiently utilize Mazzoni Center and community resources.

### **Mazzoni Center**

As a program of Mazzoni Center, the agency is responsible for all of the planning and decision-making regarding **conference logistics and policy**. To coordinate the logistical planning, Mazzoni Center will employ a full-time Senior Events Manager who oversees Mazzoni Center's Events Team. This Team will be assisted by other teams and departments within Mazzoni Center which will include, but is not limited to: Development and Marketing; Communications; Education, senior management, and trans outreach programs.

Conference logistics include, but are not limited to: hiring and management of conference planning and event staff; setting policy; budgeting; grant-writing/fundraising; conference dates and venue; communications; publicity; website; program book; conference schedule; registration; volunteers; exhibitors/vendors; reporting to funders; youth programming; ancillary events and activities. Mazzoni Center will seek external community input in logistical and policy decisions as necessary.

### **Interdisciplinary Review Committee**

It is Mazzoni Center's intent that the decision making regarding **conference workshop content** be community-driven and interdisciplinary.

A **Call for Proposals** will be disseminated in November through the PTWC website, social media, press releases, the monthly *Trans Wellness* newsletter, and email blasts to past PTWC participants. The Call for Proposals will close mid-January. The committee will be responsible for soliciting diverse workshops using their community networks.

The **Interdisciplinary Review Committee** will convene during the months of January and February, March, June and all conference days to review and select/reject workshop proposals, nominate and vote on keynote speakers, participate in interviews, photos and videos and door monitor workshops with the greatest need (NOTE: timeline is subject to change based on future conference dates). In regard to workshop content, Mazzoni Center retains veto authority when the program:

- is contrary to the mission of Mazzoni Center and/or PTWC
- is in violation of Mazzoni Center policies or the policies of the conference venue
- significantly impacts conference budget or resources

Separate procedures will be established for the proposal and selection of Keynote/Plenary Speakers and Award Recipients.

### **Application and Selection Process for Committee Members**

The committee will be comprised of 15 community members. Prospective committee members will fill out an online application available in January 2019 on the transphl.org website. Mazzoni Center will conduct phone/video interviews with prospective candidates. The selected committee members will then meet for an onboarding/introductory meeting at the end of January.

### **Workshop Review Process**

The Events Team will export and mail merge all workshop submissions and send them to every committee member. Each committee member will have two weeks to review the workshop submissions and rate them using a “yes, no, maybe” system. Committee members will each send their reviews workshop submissions with attached ratings to the events department three days prior to the first review meeting. At the review meeting, the committee will discuss as a group all workshops that received a rating of “maybe” or a “no” that was not unanimous. Workshops rated “yes” by 8 or more committee members will be automatically accepted. Workshops rated “no” unanimously will be removed from the selection process.

Under no circumstances will any workshop submission be accepted that promotes or represents the following: racism, homophobia, transphobia, ageism, ableism, misogyny, sexism, classism, anti-Semitism, Islamophobia, and anti-Blackness.

### **Committee Meetings**

Committee members are expected to attend four meetings per year. The first, held in late January, will be an introductory onboarding meeting where each member will also be expected to sign the appropriate confidentiality agreements. The second, held in February, will be the workshop review meeting. The third, held in March, will be for the final selection of conference speakers. The final meeting, held in June, will be regarding roles and responsibilities during the days of the conference.

### **Policies**

Members of the committee shall...

- Attend meetings either in person or digital or provide advance notice of absence.
- Communicate in a respectful, thoughtful, and timely manner with fellow members and Mazzoni Center staff.
- Thoroughly read all PTWC General Track workshop proposals and vet potential presenters to ensure their content and behaviors align with the conference’s mission to educate and empower transgender, gender non-conforming, and non-binary individuals on issues of health and well-being, educate and inform allies and health service providers, and facilitate networking and community building.
- Sign and adhere to a confidentiality agreement.

Members of the committee shall not...

- Be absent from meetings (in person or digital) without advance notice
- Engage in disrespectful, untrue, inflammatory, or otherwise harmful behavior or communications against Mazzoni Center, the *Philadelphia Trans Wellness Conference*, staff members, or other committee members
- Represent or claim to represent Mazzoni Center in communications in person, online, or to third party publications without express permission.

- Disclose private or confidential information regarding internal communications, workshops and workshop presenters, conference logistics, etc.
- Extend the scope of the committee's influence beyond workshop proposal review unless expressly requested and authorized by Mazzoni Center staff

Violations of these policies should be documented and reported to the Senior Events Manager, Volunteer Coordinator, Events Coordinator, or Technology and Data Coordinator.

Violations in the above policies result in the following:

1. After documentation of an incident is received, the committee member referenced will be addressed by the Senior Events Manager and an accompanying member of the events team in the form of a verbal warning.
2. An additional offense will be addressed via a written warning from the Senior Events Manager of Mazzoni Center
3. A third and final offense will result in a committee member being removed from the committee by the Events Team and Mazzoni Center's COO.
4. Should the committee member wish to appeal, grievance disputes will be addressed by the Events Team and Mazzoni Center's COO.

Members of the committee will serve for a term of 2 years. After two years on the committee, members must reapply.