OUT IN TECH

CHAPTER STARTER KIT

2020

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TABLE OF CONTENTS

3 WELCOME

4 ABOUT OUT IN TECH

5 10 STEPS TO STARTING AN OUT IN TECH CHAPTER

9 FIRST MEETING

10 FAQ

12 SOME COMMS DOS AND DONTS

WELCOME

Thank you for your interest in creating an Out in Tech chapter!

Pat yourself on the back: you've taken the first step in making the tech industry more inclusive for LGBTQ+ folks in your community.

Why is this mission so important?

As the leading sector of our time, tech has a responsibility to provide a safe and welcoming environment to all of its employees.

According to a 2017 study by the Kapor Center, LGBTQ+ employees are the community most likely to be bullied at work (20%) and experience public humiliation or embarrassment (24%). The needle has not significantly moved in the past ten years for representation of marginalized folks: even the most resourced players in the industry report that fewer than 5% of their technical workers are black, and fewer than 25% are women.

We know this isn't a pipeline problem. There are plenty of talented candidates that are queer, transgender and nonbinary, people of color, and other underrepresented minorities.

It may sound counter-intuitive, but the tech industry is not primarily about technology. It's about people. Every product and app launched, every "disruptive" innovation, and every new experience offered is in service of the individuals who will consume it.

By starting an Out in Tech chapter, you will help provide a space for meaningful connections and discussions for the LGBTQ+ community.

Each of your events will be an opportunity for your local members to feel empowered and validated, to be their authentic selves without fear, and (hopefully) to support their journey in tech.

Once again, thank you! We can't wait for you to join our community of 200+ Out in Tech volunteers around the world making a difference.

Gary Goldman
Senior Program Director, Out in Tech
gary@outintech.com

ABOUT OUT IN TECH

Out in Tech unites the LGBTQ+ tech community. We do this by creating opportunities for our members to advance their careers, grow their networks, and leverage tech for social change.

Vision

To ensure all are seen and heard in the defining sector of our time, we:

- Host hundreds of local events annually to bring people together in real life
- Inspire the next generation of LGBTQ+ youth to pursue careers in tech
- Provide web services to LGBTQ+ activists around the world

We envision a tech industry where LGBTQ+ people are empowered, well represented, and have full agency, from intern to CEO.

We believe this will lead to:

- Equitable and inclusive workplaces for all underrepresented groups;
- Innovative new ideas, products, and platforms; and
- A more just future, built by and for our interconnected global community.

Values

- Kindness (to one another, on- and offline)
- Knowledge (timely and thought-provoking content)
- Belonging (events for the full LGBTQ+ spectrum, and those who love us)
- Joy (we take your time and our community seriously, not ourselves)

10 STEPS TO STARTING AN OUT IN TECH CHAPTER

01

Familiarize yourself with Out in Tech and make sure there's not already an Out in Tech chapter in your city by visiting outintech.com/about.

If you see your city, get in touch with the chapter head by clicking on their photo.

Join the Out in Tech Slack + request a channel for your city if you don't have one yet.

02

The OIT Slack is a place for the entire community to chat, commiserate, and be merry!

You can join it by following this link. Select Channels on the top-left to see which channels are available and already exist.

If your city is not there yet, send a private direct message to Senior Program Director Gary (he/him) to create a public channel, as well as a private leadership channel (where you'll be able to add new leadership members0

Fill out a quick form here: outintech.com/newchapter.

We'll respond within a few days with useful links, including a Leadership Applicationfor you to disseminate.

Recruit people to join your leadership team: reach out to your network and search for existing groups of LGBTQ+ and tech folks (meetups, employee resource groups, etc.)

A leadership team (5-10 people) must be diverse in its composition. Here are a few rules of thumb:

- Fewer than 50% of the team identify as cisgender men.
- 50% or more of the team are people of color.
- At least one person on the team identifies as transgender, gender non-binary, gender non-conforming, or genderqueer.

How do you go about finding these people? Here are a few tips to get you started:

- Check on meetup.com which LGBTQ and tech groups exist within your community. Request to join these groups, and send a message to the organizers asking them to disseminate the application.
- Post in the #everybody channel in the Out in Tech Slack and ask members if they can recommend anyone who might be interested in your city.
- Look at which tech companies have a presence in your city. Try to reach out to folks working there via LinkedIn and ask them to connect you to any queer people they know at their company.

Clearly articulate expectations to those interested in joining the leadership team

The time commitment for being an Out in Tech volunteer is typically around 2-3 hours per week.

This includes emails, Slack messages, and meetings. There is a 3-month trial period for anyone joining the team, so they can figure out whether this a good fit. Make sure to schedule a meeting with every member after 3 months so you can each discuss if the role is a good fit.

Schedule your first meeting: lay out the identity of your chapter, ideate on a first event: the what/where

Once you've selected folks to join the leadership team, add them to your Slack leadership channel.

You can use a free scheduling tool called Doodle to figure out when everyone is available by creating a poll and then disseminating the link.

We recommend hosting the first meeting in a quiet space where you can use your computers (in other words, your office is probably better than at a bar).

Get in touch with Out in Tech staff

Congratulations!

You've got a beautiful leadership team and you've had a first meeting to figure out the identity of your chapter. Now, get in touch with Gary so he can onboard all members of the leadership team.

Go through the onboarding docs and sign the non-disclosure

Read our code of conduct and events checklist. In addition, we'll ask you to sign a nondisclosure so we can keep our members safe.Privacy and security are vital for our community (for instance, we never share member email addresses with third parties, including event hosts).

08

Create and promote your launch event

09

Figure out where and when you'd like to create your first event. Some chapters opt for a happy hour at a bar or community space; others choose a more content-rich panel discussion at a tech company. Think about what would make the most sense for your local context, and get people excited!

The onboarding information will contain everything you need to know about planning events, from reaching out to venues to creating a registration page for your event.

Launch Out in Tech in your city

You've now reached the end of the road. JK, you're just getting started! Congratulations, we can't wait to support you as you grow your chapter!

10

FIRST MEETING

Your first meeting is a great opportunity to bond with your leadership team and discuss what an Out in Tech chapter looks like for your local context.

Before your meeting starts

- Make sure that you have 5-10 people interested in joining the leadership team. The team must be diverse and comprised of folks interested in volunteering 2-3 hours per week for Out in Tech. Note: if you collected applications, you can and should conduct interviews to gauge who might be a good fit for your team.
- Add the 5-10 OIT leaders to your private Slack channel.
- Find a time that works for everyone (IRL is better than virtual).
- Find a quiet space where you can meet for ~ one hour.

Suggested structure of the meeting

- Introduce yourselves (10 mins): Name, pronouns, what you do, why you want to get involved, and the app or podcast you can't live without.
- What is Out in Tech? (10 mins): Review what Out in Tech is by using the material that was sent to you via email. Have additional questions? Email them to gary@outintech.com post-meeting.
- Why do we need Out in Tech here? (15 mins): Discuss what type of community you want to create, how you want your members to experience being part of Out in Tech in your city, the topics you want to tackle, and companies / speakers you might be excited to work with.
- What does a launch event look like? (15 mins): Think about format of your first event will be (e.g., panel discussion, happy hour). It's great to dream big, but being realistic is also valuable. Quick wins can lead to momentum.
- Make a plan (10 mins): Close out by scheduling your next meeting and delegating tasks for everyone to start making this launch event a reality!

After the meeting, email gary@outintech.com with names/emails of everyone on the team. Gary will repond by sharing onboarding instructions.

FREQUENTY ASKED QUESTIONS

.(email us at hello@outintech.com if you're still #unclear about something)

Do I need to be LGBTQ+ to join the Out in Tech Leadership team?

No! We love allies, and we'll welcome you with open arms. We're also happy to provide references for you to familiarize yourself with terminology, history, and anything else you might need to be a community organizer in the queer space as an ally.

I appreciate the idea of having a diverse leadership team. But aren't quotas a slippery slope that can lead to tokenizing?

Out in Tech is a community organization that provides a safe space for all LGBTQ+ people. It is therefore important that we have robust representation within the core of every chapter. Everyone brings their unique perspective; while not every identity will be represented within a leadership team, having a diversity of voices is vital. It will also improve the quality of your events!

Some of your guidance on leadership team diversity does not apply in my local context (e.g. in countries with far less racial diversity than the United States or United Kingdom). What should I do?

That makes sense! In a special context like this, we'd like for you to still abide by the gender diversity guideline (fewer than 50% of the team identify as cisgender men; and at least one trans, gender non-binary, gender non-conforming, or genderqueer person is on the team).

Is there a budget for my team?

As a startup non-profit, Out in Tech does not provide direct funding to its various chapters. We'll equip you with a kickass banner and some swag for your events (nametags! stickers!). When you organize events at companies, it is expected that they will provide the space in addition to drinks and light food. If you are doing an event at a bar, you should ask for happy hour pricing (don't worry, we'll have plenty of email templates for approaching spaces!).

What are expectations for a company to host an event?

Let's get something out of the way: you are not expected to fundraise or ask for money on behalf of Out in Tech. Our events are free, and you should partner with tech companies that your team is excited to collaborate with. The expectation for the company is that partnering with Out in Tech is a privilege and not a right, and that with privilege comes responsibility -- including providing in-kind donation of space, food, and beverages.

What are some examples of launch events?

Some chapters decide to have their launch event at a local bar (ask for happy hour pricing!), while others have a more formal panel event at a tech company (topic can be Working #OutHere, on how to navigate sexual orientation and gender identity at work). In any way, make sure to introduce yourselves (the leadership team), what Out in Tech is, and encourage folks to come talk to you.

How do we get people to sign up for the event?

All Out in Tech events must handle registration through our official Eventbrite page. After your first meeting, you will be given access to both Eventbrite and the ability to design/send emails to people on your list-serv.

How can people join the mailing list for our committee?

By going to bit.ly/joinOIT. Don't see your committee on the link? Ping Gary!

How are leadership teams structured? If I started a chapter, does that make me its leader?

Every Chapter must have a Chapter Head. They will be responsible for organizing regular meetings and acting as a focal point for Out in Tech staff. This is not a hierarchical role, more of a logistical one! The leadership team can decide on who their Chapter Head is after their second event.

How many hours a week should I expect to spend on Out in Tech?

Most volunteers spend between 3 to 4 hours a week (including emails, Slacks, calls).

SOME COMMS DOS & DONTS

As you create a new chapter of Out in Tech, we're excited for you to represent the organization. That said, we want to make sure that you do it in a way that is consistent with our branding guidelines! See below for some dos and donts. In case of any hesitation, email us at hello@outintech.com.

Do

- Use the Out in Tech logo **(**available at outintech.com**/**logos**)**
- Stay consistent with Out in Tech verbiage from our website or this document when discussing**/**writing about the organization
- Request to create a Slack channel for your city
- Request to create an email address for your chapter
- Add Out in Tech to your LinkedIn profile once you've launched

Donts

- Create your own instagram / Facebook page or Twitter account
- Create a website for your Chapter
- Modify the logo in any way
- Modify the Out in Tech Code of Conduct
- Call yourself a "Board Member" of Out in Tech (you are part of the Leadership team)
- Partner with another organization on an event where you do not have control over the content or handle registration

THANK YOU!

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