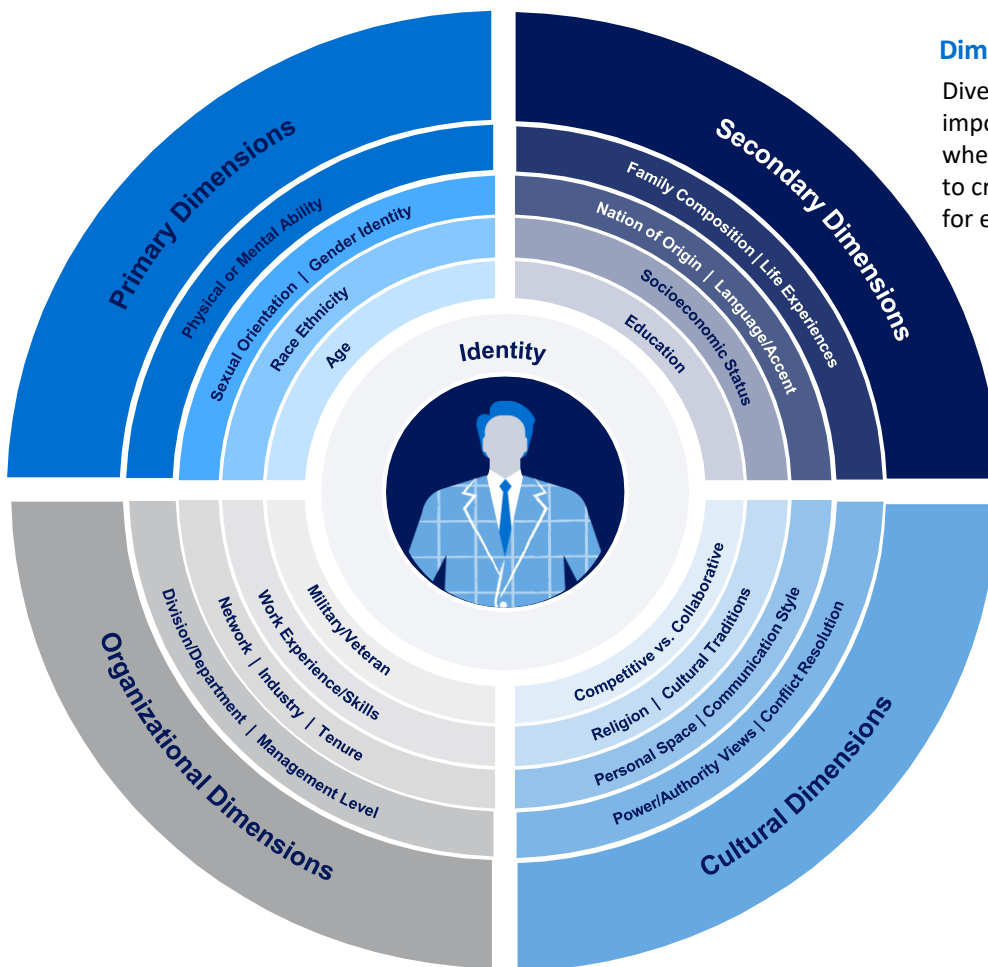


MEETINGS & EVENTS

Tips for Planning Inclusive Meetings and Events



Dimensions of Diversity

Diversity has many different layers. It is important to keep these dimensions in mind when planning a meeting or event in order to create an environment that is comfortable for everyone.





PRE-PLANNING

Inclusivity Tips

Approach

- Align with your stakeholder or client on their diversity, equity, and inclusion guidelines and goals for the meeting.
- Does your stakeholder or client have diverse supplier guidelines?

Ask

- Ask your stakeholder or client who will be attending. Try to learn as much as you can about the attendees' dimensions of diversity (see graphic on previous page).
- Survey attendees to uncover their needs or concerns such as accessibility for wheelchairs, vision or hearing impairment, dietary preferences, etc.

Research

- Research religious, cultural, and public and school holidays when selecting an event date.
- Identify destination options that are welcoming to everyone in your audience.
- Pick a venue that can accommodate accessibility needs.

Strategize

- Create a communication strategy that is mindful of diverse imagery, gender-neutral and easy-to-understand language.
- Include emergency contact people in all communications.
- Provide a detailed know-before-you-go communication.

Develop

- Develop an agenda that is best suited for all attendees in terms of start time, duration of sessions, content, entertainment, breaks, and activities.
- Document a policy and process to handle harassment.

Select

- Carefully select emcees and speakers that reflect the mix of races and genders in the audience. This is especially important for panel discussions.
- Choose diverse and local suppliers when possible.

Consider

- Consider food and beverage choices that accommodate religious-based requests such as vegetarian-meal options and non-alcoholic beverages.
- Can the venue offer a gender-neutral restroom?
- Offer option to add pronouns or name pronunciation to name badges.
- Provide an opt-out for attendees who do not wish to be photographed or filmed.



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ON-SITE



While on-site, it is important to manage the attendee experience throughout the entire event.



Make sure handouts are in accessible formats. For example, use bold type to emphasize words, avoid italics, and use headings and lists.



Check that the room layout is accessible to all attendees and provides equity - equal experiences for meeting participants across all meeting rooms and training spaces.



Verify all digital platforms are accessible. At a minimum, provide closed captioning. Make sure only one person speaks at a time. Provide opportunities to participate and provide presentations in advance.

Double Check

- Is the “prayer room” in a convenient location?
- Is signage clear for everyone?
- Is all food labeled?
- Are there any accessibility hazards?

POST-MEETING



After the meeting, survey your attendees and include questions related to their experience at the meeting or event. Ask about suitability of the:



Entertainment



Food choices



Safety for women /
LGBTQ+

If the event was recorded and posted to a website, the video should have captions. Presentation materials and documentation of any next steps / actions should be easily accessible to all meeting participants.



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