



CHECKLIST INCLUSIVE EVENT

If you want to reach a large and diverse audience, it is important to make your events as inclusive as possible.

We strive to remove as many obstacles as possible ahead of time so that fewer individual adjustments need to be made. Some adaptations require a bit more work - look at this checklist as a set of tips from which you can take certain things, not as a to-do list to be completely ticked off.

In this checklist, you can find some basic things you can take into account to organize a more inclusive event. For a more comprehensive overview, please check out the Guide to Inclusive Events.

← BEFORE THE EVENT

- Find a wheelchair-accessible venue (with wheelchair-accessible restrooms).



Food and drinks:

- If offering food, provide vegetarian/vegan, gluten-free, lactose-free, kosher and halal options.
- Provide free water. Try to also provide other non-alcoholic or non-caffeinated beverages (such as fruit juice, lemonade, tea,...).
- Try to avoid as much waste as possible



- Provide a diversity of speakers or performers (consider, for example, a balance between men and women, or people with and without disabilities).



- Do not plan your event during an important cultural or religious holiday.



Communication

- Communicate gender-inclusively and without other stereotypes.
- Make sure participants and speakers/artists know that you expect them to behave respectfully.
- Make sure your (promotion) materials are readable by people with visual impairments. (Use high-contrast colors, and a non-cursive font of at least 12pt.)
- In your communications, mention that participants can contact you if they need anything else to participate comfortably.



- In case of registration fees, consider different pricing options - depending on individuals' financial situation.



↓ DURING THE EVENT

→ Make sure cables, cord and other trip hazards are taped on the ground.



→ Provide time for discussion and/or dialogue. Try to be strict about end times of presentations/talks/...



→ Tape a gender-inclusive paper over gendered signs at restrooms.



→ Strive for a safe and welcoming environment. Watch for transgressive behavior and alcohol consumption.



→ Ensure wheelchair-accessible routes are clearly marked.



→ Provide trigger warnings for difficult topics.



AFTER THE EVENT →

→ The evaluation tool is accessible and can be completed anonymously.



→ Feedback and lessons learned are incorporated into future events and disseminated to relevant parties.

