



## ↓ 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.

