

## **EXAMPLES OF WAYS TO IMPROVE INCLUSION AT EVENTS / CONFERENCES**

The following are some broad practices to consider for conference and events organizers / planners. We advocate for these to be done as a ‘matter of course,’ and not solely in response to participants’ requests or as a result of asking participants beforehand.

1. Designating public bathrooms as all-gender for the duration of the meeting or conference, and ensuring that these are well marked as such;
2. Reviewing public spaces where events are taking place and confirming that these spaces are accessible to persons with disabilities (this is especially relevant for mobility disabilities);
3. Asking conference and meeting participants to follow scent-free environment practices;
4. Ensuring that all food and drink options cover many dietary practices and that all ingredients are clearly marked;
5. Making arrangements for an ASL / LSQ interpreter to be present, and ensuring captioning on all video conferencing events and sessions;
6. Recognizing and making place for smudging and other practices, while also recognizing how those might have to be negotiated with other participants’ needs, such as the above for a scent-free environment;
7. Ensuring that the appropriate Indigenous territorial acknowledgement is in place at gatherings and in communications, and respecting Indigenous Elders and Knowledge Keepers work / participation at events through the appropriate protocols and honorarium processes;
8. Providing support for students and precarious labour colleagues at events that range from the financial, to travel, to food, to lodging and other critical materials for meaningful participation;
9. Providing conference presenters with recommendations such as: supplying some large text copies of presentations; avoiding video clips that contain flashing lights or colours (see above “Best Practices” tip sheet);
10. Providing name tags with space for participants to include pronouns and any other information that ensures their fuller participation;
11. Using inclusive language in all communication such as calls for proposals, instructions, event programs, etc.; this can include pronouns as part of the program, suggestions for alternate audience greetings (e.g., avoidance of ‘ladies and gentlemen’ and other binary gender forms of address).