

Inclusive Events & Programs Guide

PLANNING THE EVENT

- Aim for events with panels to have a diverse line-up of presenters across, race/ethnicity, gender, and other underrepresented identities.
- Plan events around religious holidays. Expand beyond Christian holidays and be mindful of the global community (see [Dickinson's religious holiday policy](#)).
- Consider connecting with other offices and integrating into existing events and programs to maximize attendance and inclusion of members of campus.
- Beware of tokenizing people from marginalized communities and recognize that they may be likely to do extra service, speak about their experiences, and do extra work related to DEI (what is sometimes called the “Diversity Tax”).
- Consider inviting remote speakers via webinars/Zoom in consideration that some people may need to stay home to care for others (children, the elderly, those with illnesses, etc.)
- Ensure registration materials are legible and clear. Provide them available in various formats as needed. When sending RSVP forms, include questions about accommodations and inclusion. Provide an option for guests to fill in custom accommodations.
- Provide contact information for the event organizers to allow accommodation requests from participants (e.g., dietary restrictions, interpretation services or captioning, accessible seating, pronouns if badges are used, etc.).
- Allow attendees to provide a preferred or chosen name for registration and for nametags.
- Be prepared to set up captioning for events on Zoom or YouTube and provide captions for any videos presented (see this [ADS guidance](#) on how to do so).
- Consider various seating needs, including options for participants using wheelchairs or those in need of a larger-sized chair.
- For seminar series and repeated events, keep demographic information on speakers to track representation over time.

PROVIDING FOOD

- Consider various dietary needs by providing the widest array of options. Try to separate foods that are subject to common restrictions—like nuts and gluten.
- Provide food that is accessible across religious/cultural diets. Consult with an expert, such as a dietitian or staff at the Center for Spirituality & Social Justice, if needed.
- Plan to label food items with a notation about their ingredients.

SELECTING AND PREPARING THE VENUE

- Consider room set-up and how to accommodate varied mobilities (see building guide found at dickinson.edu/mobility), and keep in mind that the fewer barriers (e.g., stairs, uneven surfaces, inaccessible restrooms) the more inclusive your event will be.
- Ensure that speakers can be easily seen and heard from all available seats. This includes using amplification (microphones) in rooms that are large or with large groups.
- Make location of accessible entrances, inclusive restrooms, etc. clear on the signage at your event, and in any materials you provide to attendees during the event or in advance of its occurrence. ([find list of inclusive restrooms here](#))

ADVERTISING / PROMOTING / COMMUNICATING ABOUT THE EVENT

- Foster inclusion by widely promoting events in Engaged, through poster, and on social media (if appropriate) and clarify who is the intended audience for the event. Make sure to use readable text and alt text when advertising.
- Consider who your target audience is and include this in your promotional materials (e.g., “This event is for current and potential French majors or minors” or “All Dickinson students, faculty, and staff are welcome and encouraged to attend.”)
- When advertising in EngagedD, if your event is related to Diversity, Equity, and Inclusion (DEI), tag it as such.
- If your event is multi-day, provide participants with lists of LGBTQ-friendly spaces, vegetarian restaurants, with gluten-free options, etc.

DURING THE EVENT

- Share the locations of accessible and inclusive restrooms in the building at the beginning of the event or by providing a map for a larger event.
- Request respectful use of pronouns, names, and titles.
- Offer handouts and/or printed materials as accessibility copies when speaking or presenting.
- Identify the organizers who should be contacted during the event if attendees or participants have questions about accommodations, incidents of bias, or other concerns.

RESOURCES

- [Access and Disability Services](#)
- [Center for Spirituality & Social Justice](#)
- [Office of LGBTQ Services](#)
- [Popel Shaw Center for Race & Ethnicity](#)
- [Women's & Gender Resource Center](#)