

# Inclusion, Diversity, Equity, and Accessibility Event Checklist



This checklist is designed to help communication, public relations, marketing and event professionals plan inclusive events with key inclusion, diversity, equity, and accessibility (IDEA) considerations in mind.

While the checklist is not an exhaustive list of all considerations, it's meant to be a helpful resource that can be leveraged in the event planning process.

## Event Communications

Is the event signage and communications easily accessible and can they be read by people with disabilities (for example not using all capitals and ensuring proper contrast in the artwork)?

Does the event's marketing and communications use inclusive language and diverse visuals?

Does your agenda include inclusive commitments/statements?

- › Consider a land acknowledgement at the start of the event as well as an inclusive space welcome statement.

Does the event have a sign language interpreter and are you offering assistive learning devices (ALD) or closed captions (if applicable)?

- › Note that a live captionist should always be preferred over auto-captions.

Does your post-event survey ask questions about the event's inclusivity?

- › It's best practice to get your attendees opinions on the event's inclusivity so you can identify gaps you may not have been aware of and ensure future events meet your audience's needs and preferences from a diversity, equity, and inclusion perspective.

Is there an opportunity to incorporate into the agenda one or more IDEA-related topics or incorporate IDEA into the event's subject matter?

# Event Registration Form

Does your registration form include a section where attendees can make accommodation requests (some examples include American Sign Language interpretation, closed captioning, or receiving the presentation materials in advance)?

- › In addition to including a spot on the registration form, it's best practice to have someone designated to collect accessibility and accommodation requests from guests, speakers, moderators, and others involved in the event and arrange for the appropriate accommodations.

Does the event registration form have the option to select from multiple gender pronouns and whether or not the attendee would like them identified on name badges?

# Event Location and Amenities

Is the event's location accessible?

- › Make sure the venue is wheelchair accessible, has elevators with low buttons, braille, raised number markings, or audible floor announcements (if applicable).
- › Consider the accessibility of the location itself (for example, is it on a bus or subway route with an elevator?)
- › If the event is virtual, make sure you select a virtual platform that meets Web Content Accessibility Guidelines (WCAG) and the Accessibility for Ontarians with Disabilities Act (AODA).

Are the washrooms accessible for all?

- › Make sure the event has all-gender washrooms or is open to designating specific washrooms as gender-neutral.
- › Make sure washrooms are wheelchair accessible.

Consider having private spaces or rooms for medical use, breast pumping or prayer rooms.

# Moderators, Speakers & Presenters

Are there people of diverse backgrounds and lived experiences involved in the event planning process?

- › It's helpful to have diversity in the team to ensure different views and perspectives are brought to the table.
- › Consider team members of different abilities, genders, sexual identities, ages, racial backgrounds, socio-economic statuses, and those that may be multi-lingual.

Are moderators and/or presenters diverse?

- › Consider the diversity of the moderators and presenters when it comes to age, abilities, racial and ethnic identities, sexual orientations, first languages and more.
- › Include gender pronouns on name tags, seating cards and on the agenda.

## Other Considerations

Is the event held during a religious or cultural day of observation?

- › Be aware of key religious and cultural days of observations and avoid holding an event during these days.

If there's a fee to attend the event, consider affordability to ensure the event is accessible to everyone regardless of their income and resources.

If serving food, have you considered the different dietary needs of the attendees?

- › Think about those who may be Kosher, vegetarian, vegan, dairy-free, gluten-free, and Halal, for instance.
- › Consider labelling food items with the above dietary descriptions.