

## DIVERSITY, EQUITY AND INCLUSION (DEI) EVENT CHECKLIST

### Communication:

- Gender-appropriate and inclusive written and oral formulations must be considered in internal and external communication – this is how it works: <https://www.genderleicht.de/>  
reference for a gender-inclusive language guide will be added
- Consider adding diverse images to the web page, social media campaigns, communication materials, etc.
- Design web pages/communication materials to be fully accessible (sans serif fonts, at least 12 pt., sufficient color contrasts ([www.leserlich.info](http://www.leserlich.info))); audit your web materials for accessibility
- Do you have image descriptions?
- Ensure any videos you use during the event will have subtitles
- For information sent digitally: Are pages/materials compatible with reading devices (Word or barrier-free PDF)?
- Check that all materials are accessible and compatible with the range of hardware and software used by persons with disabilities
- Offer answer options in at least two ways (two senses principle: telephone and e-mail or letter...)
- Communicate barrier-free information about the hotel/venue with the invitation at the same time publish barrier-free information about the event on website/social media (according to BITV 2.0 and standard WCAG 2.1)
- If the event is not accessible in any way, disclose which element is not and what workaround you have, if any
- Book sign language interpreters ([www.bdue.de](http://www.bdue.de)) or speech-to-text interpreters ([www.bsd-ev.org](http://www.bsd-ev.org))

### Registration – Be sure to ask:

- Do you require sign language interpretation?
- Do you require a mobility assistant? What do they need?
- Ensure to ask about dietary allergies and restrictions
- Communicate a deadline for making requests (identify barriers that cannot be eliminated)
- At registration, make it opt-out to select gender pronouns for nametags
- Share the client's code of conduct at registration/on the app/in the program to set the tone for the event

## Programing

- Consider diverse and locally owned suppliers
- Consider attendees religious and other obligations (be mindful and check for conflicts with holidays, holy days, and local school schedules). Start on Monday and end on Thursday to support family life balance
- Allow for remote participation by streaming event online
- Ensure the speakers and/or other people with an active role (e.g. for moderation, entertainment) represent a broad variety of gender, race, LGBTQ+ status, national origin, ability, veteran status, geography, etc.
- Ask speakers to identify their pronouns in their introductions/and on the screen (when virtual)
- Eliminate titles or use gender-neutral titles. Inform speakers of design and delivery practices that enhance inclusive presentations
- Incorporate participant input into program choices (e.g. through unconference, session proposals)
- Ensure underrepresented perspectives are prioritized in all aspects of the conference, and especially in dialogues about diversity, equity and inclusion
- Allow anonymous questions
- Allow alternative ways to participate in Q&A (e.g. online question submission via Twitter or other platform)
- Are your entertainment options appropriate, is there any chance they could be considered offensive to anyone? Could they be considered appropriation?
- Make materials (video recordings, slides, notes) freely available online to view after the event. This is especially useful if live streaming is not possible.

## Venue:

- Create “ante-spaces” that offer attendees the opportunity to decompress from whatever your core event offers. For instance, in a large, loud conference, offer a quiet area.
- Ensure that venue has all-gendered restrooms or is open to designating specific restrooms as gender neutral

## Measures for people in wheelchairs

- Wheelchair-accessible toilet facilities
- Avoidance of steps and high-level differences, buildings with wheelchair-accessible elevators, transportable ramps and inclined stair elevators only as an emergency solution
- Wide paths, aisles (at least 1.20 m) and doorways (at least 0.90 m), avoidance of

revolving and swinging doors as the only access option, smooth-running doors with sufficient free space

- Provide movement space for wheelchairs, suitable seating and parking spaces
- Easily accessible controls
- Access under tables, washbasins; also note the shallow depth of buffet tables
- Appropriate escape routes
- Suitable car parking spaces close to the entrances, shuttle services

Measures for people with walking difficulties

- Short distances, seating on paths at regular intervals
- Non-skid floors; no pebbles or similar, solid dirt trapping
- Smooth-running doors, required width for corridors, doors, steps, handrails
- Seats with armrests

Measures for people with visual impairments and blind persons

- Avoidance of obstacles on paths
- High-contrast marking of unavoidable obstacles
- Marking of step edges, good lighting
- Easily recognizable and palpable guidance and orientation systems
- Large, clearly visible and tactile symbols and inscriptions
- Understandable acoustic information
- Documents in large print
- Lateral delimitations of the access routes, tactile ground guidelines
- Access for guide dogs
- Documents in Braille

Measures for people with hearing impairments and deaf persons

- Flashing systems for emergencies and their recognizability
- Provision of suitable hearing systems, devices, subtitles for video content
- Sign language interpreters

## **Catering:**

- Consider food restrictions and serving restrictions (e.g., kosher meals, Halal, vegetarian, vegan, dairy-free, and gluten-free options as needed, or meals after sunset/before sunrise during Ramadan) and clearly label any buffet-style meals
- Offer plenty of beverages, including hot and cold, caffeinated and decaffeinated, alcoholic and non-alcoholic options
- Have water stations throughout the event space