GNCC
GREATER NIAGARA CHAMBER OF COMMERCE

EDI Toolkit:

Inclusive Events Checklist

Part 1: Pre-Conference Planning:

- ☐ **EDI Statement:** EDI statement for the conference that outlines your commitment to diversity, equity, and inclusion.
- ☐ **EDI Committee:** Form an EDI committee or designate a responsible person to oversee EDI efforts.
- ☐ **Venue Selection:** Choose an accessible and inclusive venue.
- ☐ **Accommodation:** Ensure the venue offers facilities for individuals with disabilities.
- ☐ **Cultural Considerations:** Respect cultural and religious holidays, dietary restrictions, and customs when scheduling events and planning menus.
- ☐ **Language Accessibility:** Offer translation or interpretation services if required.
- ☐ **Gender-Inclusive Facilities:** Ensure restroom facilities are gender-inclusive.
- ☐ **Registration Process:** Provide options for gender-neutral titles and pronouns on registration forms.
- ☐ **Pronoun Badges:** Offer pronoun badges to create an inclusive atmosphere.
- ☐ **Speaker Diversity:** Strive for diverse representation among speakers and panelists.
- ☐ **Content Review:** Review all conference materials for inclusive language and images.
- ☐ **Diversity Training:** Train staff and volunteers on EDI principles and practices.

EDI Toolkit: Conference Checklist

Conference Setup:

- ☐ **Accessible Venue:** Ensure the venue is wheelchair accessible and provides ramps, elevators, and wide doorways.
- ☐ **Signage:** Provide clear signage with large fonts and high contrast for easy reading.
- ☐ **Seating Arrangements:** Allow flexible seating arrangements for diverse needs.
- ☐ **Assistive Devices:** Offer assistive listening devices or captioning for hearing-impaired attendees.
- ☐ **Rest Areas:** Set up quiet rooms for attendees who need a break from sensory overload.
- ☐ **Gender-Neutral Restrooms:** Ensure gender-neutral restroom facilities are available.
- ☐ **Prayer Room:** Provide a quiet space for prayer and meditation.
- ☐ **Food and Beverage:** Offer a diverse menu accommodating various dietary restrictions.
- ☐ **Breastfeeding Room:** Set up a private room for breastfeeding mothers.
- ☐ **Safe Spaces:** Create spaces for safe and confidential discussions on EDI topics.
- ☐ **Event Schedule:** Avoid scheduling sessions during major cultural or religious holidays.
- ☐ **Support Personnel:** Provide event staff trained to assist with EDI-related concerns.
- ☐ **Childcare Services:** Offer childcare services to accommodate parents attending the conference.

During the Conference:

- ☐ **Inclusive Language:** Encourage speakers and attendees to use inclusive language.
- ☐ **Pronoun Inclusivity:** Encourage the use of pronouns in introductions and conversations.
- ☐ **Inclusive Moderation:** Ensure panel and session moderators are attentive to EDI principles.
- ☐ **Feedback Mechanism:** Establish a method for attendees to report EDI-related issues.
- ☐ **Awareness Sessions:** Schedule sessions or workshops addressing EDI topics.
- ☐ **Networking Opportunities:** Plan diverse and inclusive networking sessions.
- ☐ **Follow Up:** Collect feedback on EDI efforts and learn from participants' experiences.

Post-Conference:

- ☐ **Feedback Analysis:** Review feedback and identify areas for improvement.
- ☐ **Transparency:** Share EDI-related actions and improvements with attendees.
- ☐ **Commitment:** Maintain an ongoing commitment to EDI in future events.