



ADR INCLUSION NETWORK

BEST PRACTICES:

How to Make Your Organization's Events More Inclusive

➤ FOCUS ON DIVERSITY

Ensure that team members, volunteers, speakers and participants represent the fullest variety of gender, race, ethnicity, age, sexual orientation, and disability.

- **DIVERSE PLANNING TEAM**

Choose team members representing the above characteristics to: (a) model the organization's commitment to diversity; (b) set equity goals and discuss what an inclusive event will look like; and (c) plan agendas, activities and spaces that will appeal and be accessible to all participants.

- **DIVERSE SPEAKERS**

Include a mix of speakers for programs. Focus on giving voice to speakers of non-dominant cultures or aim to have at least one speaker who does not have the same characteristics as the other speakers in your speaking lineup, panels, workshops, etc.

- **DIVERSE COMMUNICATIONS**

Ensure your printed and online materials: (a) have images of diverse participants; (b) use understandable language that appeals to all types of participants; (c) provide contact information for participants with disabilities or language access needs to make accommodation requests.

- **DIVERSE OUTREACH**

Expand your catchment area of practitioners, associations, or groups outside of your usual network to foster new perspectives, relationships and potential alliances.

- **DIVERSE FEE STRUCTURES**

Consider varied registration fees based on different criteria and reflecting new pools of potential attendees (e.g. students, community volunteers, government employees).

➤ FOCUS ON INCLUSION

Ensure that the environment feels welcoming to all.

- **INCLUSIVE NETWORKING**

Create a welcoming, respectful environment: (a) greet everyone at the door; (b) ensure efforts are made to get to know newer participants, by sitting with them during meals or consciously mixing the seating for all; (c) include food variety; and (d) make your organization's focus on inclusiveness transparent to all participants.

- **INCLUSIVE NETWORKING**

Provide opportunities for participants to meet people in structured ways (e.g. speed networking, ice breakers, etc.); have experienced members introduce newer participants to others or offer to connect with them after the event.

- **INCLUSIVE FEEDBACK**

Structure formal ways (e.g. questionnaires, evaluation forms, etc.) and informal ways (in-person conversations) for participants to provide feedback about your organization's diversity and inclusiveness efforts; follow through on suggestions made!

CONTACT THE ADR INCLUSION NETWORK:

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