Guidelines for Inclusive Events

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Introduction

Wild Animal Initiative opposes all systems of oppression and builds diversity, equity, and inclusion into all of our activities and operations. We are committed to the following:

- Fostering an inclusive environment, internally and externally, that acknowledges and amplifies the strength in our differences.
- Soliciting feedback from our staff to ensure each individual and group feels respected and valued.
- Raising awareness about historical and persisting inequalities pertaining to efforts made in the fields of animal welfare, the sciences, and environmental protection.
- Training our staff to provide inclusive and accessible events and services, and to disrupt oppression in real-time.
- Considering the equity implications of programmatic strategy and correcting inequitable processes when we identify them.
- Continually building our board and organizational staff to be diverse in identities, backgrounds, and affiliations.
- Serving as an example for science organizations, animal welfare organizations, and other communities to build their fields and movements in inclusive and equitable ways.
- Writing inclusive job descriptions that appeal to candidates from a wide range of backgrounds, anonymizing hiring materials, and standardizing our application review and interview processes to reduce bias in hiring.
- Challenging our assumptions about what we know and staying up to date with innovations in the space of social equity.

This document provides guidelines for following through on our commitments in the context of events we host. It provides actionable recommendations for all stages of programming, including planning, hosting, and post-event review, and highlights special considerations for online and in-person events.

While we strive to create events that are inclusive and beneficial to every individual, these guidelines have been created with certain groups in mind. When organizers follow established norms in event planning and hosting without intentionally addressing the needs of real audiences, individuals belonging to many groups encounter barriers that prevent them from accessing or fully benefiting from the space. So these guidelines have been crafted to promote diversity, equity, inclusion, and justice for people of various groups, identities, and traits with a history of oppression, marginalization, or exclusion (from the scientific community), such as:

- Age/generation
• Body size
• Career stage
• Caregivers
• Countries outside of the US, Canada, and Western Europe
• Culture
• Disability
• Education
• Formerly incarcerated individuals
• Gender/sex (i.e. Female, Non-Binary, Transgender, Two Spirit, Intersex)
• Introversion/Extraversion
• Low-income
• Neurodiversity
• Non-English speakers/English as a second language
• Race/ethnicity (i.e. Black, Indigenous, and People of Color a.k.a. BIPOC)
• Religious affiliation
• Sexual orientation (e.g. Lesbian, Gay, Bisexual/Pansexual, Queer, Asexual/Aromantic)
• Technological access

These guidelines are a living document subject to change in response to scheduled reviews, feedback, changing social dynamics, and our continued growth and learning. The document is intended to create a baseline and establish expectations regarding our events. But it should not be treated as comprehensive. Those using these guidelines should consistently evaluate these recommendations and intentionally craft events with the values of diversity, equity, inclusion, and justice.
Event Guidelines

Planning

Goal Setting
To ensure event success, guide decision-making regarding trade-offs, and facilitate the post-event review, it is important to set SMARTIE goals at the beginning of the event planning process. When drafting the event goals, consider the following:

- Target audience (e.g., the public, donors, scientists, practitioners, students)
- Event objectives (e.g., networking, raising awareness, collaboration, sharing information)
- Relevant critical results and program goals
- Number of attendees
- Cost-effectiveness
- Preparedness
- Participant experience
- Speaker quality
- Justice, equity, diversity, and inclusion (JEDI)

Cost of Attendance
Minimizing the cost of attendance can increase accessibility across socioeconomic levels. It is important to maximize accessibility while also covering the expenses of hosting. Attendance can become more accessible if the host seeks alternative funding for the event or offers a sliding scale for attendance costs. External funding can minimize the cost of attendance across the board or enable scholarships for specific individuals who would otherwise financially struggle to participate.

It may be helpful to give participants the opportunity to express interest in scholarship opportunities prior to opening ticket sales. This will enable organizers to plan and budget accordingly. Additionally, organizers can schedule pre-event activities or networking opportunities for interested individuals. When providing stipends or scholarships, it is important to note the burden that can be placed on an individual when the mechanism for funding is reimbursement. Where possible, accommodations and tickets should be paid for directly, rather than reimbursed, and stipends for daily expenses should be provided in advance or during the event.
Additionally, when someone with a disability requires a companion, consider waiving the entrance fee for the additional guest.

Offering a sliding scale provides an opportunity to generate revenue. With a sliding scale, those who can afford to pay the full price of admission can elect to do so, while those with financial hardship can attend for a discounted rate (or for free). To determine a fee schedule:

1. Identify the attendance fee per person that would make it possible to host the event.
2. Set that price as the middle of the sliding scale range. Those at the top of the sliding scale range pay more than the typical cost of the event, which subsidizes the cost of those who are paying on the lower end, while still ensuring the event generates enough revenue to cover its expenses.
3. During registration, provide guidelines to help attendees determine where they fall on the sliding scale and how much they should pay.
4. If necessary, there can be a cap on the number of attendees who are allowed to pay at the bottom of the sliding scale, to ensure the event is financially sustainable.

For example, if you expect an event to cost $100/person, the sliding scale could look like $0-$200 or $50-$150. In the latter case, participants who identify themselves as being at the top of the sliding scale would pay $150, those at the middle would pay $100, and those at the bottom would pay $50.

You can adapt the sliding scale template found in Appendix II to your registration process.

**Online vs. In-Person**

Hosting an event online minimizes the burden of expenses on attendees by eliminating the need for transportation, accommodations, childcare, and food while traveling. These events can also be especially accessible to those with disabilities who are most easily accommodated in their home environment. Additionally, online events can minimize the environmental impact of the event. Asynchronous events are also an option to accommodate all time zones and schedules.

If an event does not require in-person interaction to achieve its objectives, it is strongly recommended to host it as a solely virtual event. Hybrid events are appropriate when some components can be enjoyed remotely but other components are effective only through in-person interactions. Please consider various online programs that can replicate many of the benefits of an in-person event via an online format. For example, poster sessions or networking events can be hosted with programs such as Brella.
Some attendees may have limited access to the internet, which would limit their ability to attend or effectively participate in a fully-online event. But it is important to consider whether hosting an in-person event would be effective in overcoming this barrier. If someone has limited internet access because of financial constraints, the cost of traveling to an in-person event might be equally if not more prohibitive. Alternatively, it might be helpful to encourage participants to arrange watch parties or local satellite events around the online conference. We can provide participants with the opportunity to interact or exchange contact information to arrange these ancillary events.

**Registration**

Advance registration provides an opportunity for us to collect data to evaluate the effectiveness of our JEDI efforts. Additionally, it allows participants to establish expectations and request accommodations they might need. It’s ideal to make as many form fields optional as possible and allow for participants to fill in “not listed” responses, in case none of the choices offered are applicable.

The Registration Form Template is available in Appendix I. Before sharing, edit the template as necessary to suit the needs of your event.

**Accessibility in Content Creation**

Whether a website is used to share information about the event or to host a virtual event, it should follow the [World Wide Web Consortium’s Web Content Accessibility Guidelines](https://www.w3.org/WAI/intro/accessibility.html). Noteworthy examples include:

- Provide an alt text for all visual content.
- Provide captioning or transcriptions for audio-visual content.
- Present content in varied formats.
- Ensure the foreground is distinct from the background.
- Make all functionality accessible from a keyboard.
- Avoid flashing throughout the website.
- Use alternatives to color coding (for example, pattern coding instead).
- Make text readable and understandable.

The full guidelines should be followed to the extent possible for all event-related web content. Many, if not all, of the above guidelines also apply to printed content, such as presentation materials and event signage.

When creating color-coded content such as charts or graphs, choose colors that are easy to distinguish for colorblind individuals. To do so, always avoid combining red and green, and use black and white or grayscale whenever possible. Black and white have the added advantage of transferring easily to printed
materials. If color is absolutely necessary, blue/red or yellow/orange can be combined. For help choosing a color scheme, please select “Only Show: colorblind safe” when using ColorBrewer. Alternatively, use shapes and icons to create distinctions instead of color. For graphs, labels should also be applied directly, rather than using a legend, and lines should be distinguished by pattern rather than color. You can add your visual content to this Color Blindness Simulator to double-check how your content will appear. For more information about making color-blind-friendly graphics, please see this article by Ivan Kilin (2022).

Additionally, do not include unnecessary background music or noise in your presentations.

Presenters should be asked to follow all of the above guidelines for their visual materials and be provided with the opportunity to record a presentation as an alternative to giving a live presentation. Additionally, presenters should follow these guidelines:

- Always use slides to pair an oral presentation with visual cues.
- Do not write out entire sentences in slides unless it is a direct quote.
- Use a large font size.
- Avoid overcrowded slides; use multiple slides to convey additional information.
- Choose an easy-to-read font and use it consistently throughout the presentation.
- Always use sentence case; never use all caps.

**Promotion**

Promotion is essential in reaching a diverse audience, and marketing should be done with care to ensure others feel welcome and included at our events. It is important to avoid assumptions about who will be attending the event beyond our target audience. This could include using gender-inclusive terminology, selecting visual materials that model diversity, and being transparent in our communications.

For more information about the accessibility of digital marketing materials, please see Website Accessibility.

Event promotion materials and invitations should include a statement about the accessibility and inclusivity of the event whenever possible. This signals commitment to JEDI initiatives to interested parties while providing them with expectations about the event that allow them to determine if it meets their needs.

This statement may include text such as: “We strive to create inclusive events that are welcoming and engaging to all individuals and that oppose all systems of oppression. For more information about specific
steps that were taken to make this event accessible and inclusive, please see [insert event accessibility and inclusivity guide].” Content inside [brackets] should be adapted for your event.

**Event Accessibility and Inclusivity Guide Template:**

Thank you for joining Wild Animal Initiative at [Event Name]. Wild Animal Initiative strives to create inclusive events that are welcoming and engaging to all individuals and that oppose all systems of oppression. This document provides specific information about the event pertaining to accessibility and inclusion with the intention that participants know what to expect, can prepare accordingly, and can request any necessary accommodations. Participants will be able to request additional accommodations as part of the registration process.

This event will be hosted [online/hybrid/in-person] [for online events/components: using [insert platform name]. Throughout the event, participants will have access to closed captions and live translations. The event will be recorded to share with those who are unable to attend. Participants will need access to [list technological requirements]. You will be sent the link and instructions on how to connect once you have registered for the event.] [for in-person events/components: at [event location and address]. To get to [location], [provide directions for driving, parking, public transportation, flying, shuttles/carpool/ridesharing, ramps or potential accessibility limitations, paths from parking or drop-off to event site including distance for routes with and without ramps]. The venue [is/is not] air-conditioned/heated [choose one]. For your convenience, the venue offers assistive listening devices, wheelchairs, and scooters [confirm and update]. The venue offers accessible rooms for a limited number of overnight guests. For more information, please see [insert link or provide details].]

[For in-person events/components cont’d: All the food provided will be vegan. If you have dietary restrictions (e.g. kosher, gluten-free, allergies, etc.), please note them in the accommodation request form so we can discuss appropriate alternatives. [If possible, provide information about the meal options.]]

Harassment and discrimination will not be tolerated. If you observe someone behaving disrespectfully, you are encouraged to respectfully discourage them from such behavior if you feel safe and comfortable doing so. If you do not feel safe, comfortable, or otherwise able to respond and resolve it respectfully, please report it to a staff member as soon as you are safely able to. Staff members will be easily identifiable by their badges or uniform in-person events. For online events, staff members will be marked as “[Staff]” in their name. If you or someone else is in immediate danger, please call [insert emergency services number] before contacting Wild Animal Initiative to report the incident.

For more information, please review our [Code of Conduct].
We strive to incorporate all components of our Guidelines for Inclusive Events. Some examples you can expect at this event include:

- [include or exclude as necessary]
- Gender-neutral restrooms
- Color-blind friendly visual media
- Closed captioning
- Translation services

If you need an accommodation that is not listed above, please be sure to complete the accommodation request form as part of your registration process as soon as possible. Some accommodation requests cannot be fulfilled with insufficient notice, though we will do our best to meet your needs if it is feasible.

**Scheduling**

When choosing a date for your event, consider cultural and religious holidays that may restrict attendance. Depending on the practice, it may be best to avoid scheduling on the date altogether, while in other cases, it may be recommended to provide accommodations, such as prayer rooms or dietary accommodations. If it is necessary to schedule an event on a holiday, please be sure to thoroughly research the holiday and integrate recommended accommodations into the event for those observing.

Additionally, for international events, consider the impact of timing on participants from the Southern Hemisphere. While many scientific events occur during the summer months of the Northern Hemisphere, this is winter and the middle of the academic year for attendees in the Southern Hemisphere. Consider scheduling events during a time that is more globally neutral or does not require as much travel and time off.

When creating the event agenda, be sure to include time for rest and self-care. Bio breaks (breaks for food, rest, water, or use of the bathroom) should be available every 60-90 minutes. The length of the break should be determined by the size of the audience and facilities. A larger audience and fewer facilities would require longer breaks to accommodate the time spent in line. Online events or those with smaller audiences may be shorter, as attendees usually have immediate access to relevant facilities.

The overall length and intensity of the event should also be considered. Extremely long or intensive events can be draining and leave attendees struggling to engage toward the end of the day. This can be especially challenging for attendees who experience chronic fatigue. This can also become a barrier to networking,
as networking activities often occur at the end of the day. To avoid forcing participants to choose between necessary rest or caregiving responsibilities and networking, integrate networking activities into the event earlier in the day.

**Venue**

When selecting a venue, it is important to consider the accessibility of the location. Choose a venue that fits as many of the following criteria as possible.

- **Research the country/region where the event will take place to ensure it is welcoming to people regardless of race, gender, sexuality, etc.** Avoid hosting events in regions that would be unsafe for individuals of a particular demographic. This includes regions where people can be legally persecuted for being a member of a target group.

- **For events with international audiences, consider the entrance and exit requirements of the host country.** Things to consider include governmental regulations, visa requirements, quarantine requirements, hidden fees or taxes, the difficulty of the customs/immigration process, the quality and size of the nearest airport, and ease of navigating to and from the airport and the event venue using public transportation (Beaudoux, 2018). The last two points are also important to consider for domestic events.

- **The venue itself should be accessible.** The route from the drop-off/parking location to the event site should have even terrain (preferably paved) that is free from obstacles and features paths wide enough to accommodate wheelchairs or other mobility devices (including when completing 180-degree turns or passing others), ramps, elevators, and protection from inclement weather.

- **The venue should offer assistive listening devices and systems.** Various assistive listening devices or systems are available to transmit sound directly to hearing aids with quality that is unavailable with the use of a hearing aid or cochlear implant alone. Communicate with the venue in advance to ensure they offer these and verify how they can be integrated into the event.

- **The event site should be medical equipment-friendly.** Preferably, there should be no stage, but if there is, a ramp should be available and set up for the duration of the event. Seats should avoid armrests and be able to accommodate bodies of various sizes. Rows between seats should fit mobility equipment and there should be space available for wheelchair and companion seating. Outlets should be readily available throughout the space with nearby seating for those with electronic medical equipment. If you are able to customize the seating arrangement, please see [Setup](#).

- **The venue should offer refrigeration for storage of medications, special foods, and baby formula/milk.**
• **The venue should feature or allow you to designate gender-neutral restrooms, lactation rooms, and sensory rooms.** Signage about the availability and location of these facilities should be clear and prominently displayed. This information should also be shared in advance with attendees.

• **The venue should be fragrance-free.** All cleaning products used at the venue, including soap available to participants in restrooms, should be fragrance- and chemical-free. If the venue is not typically fragrance-free, it may be possible to work with the venue to use fragrance-free cleaning products the day before the event and to allow time to air out the space.

• **The presentation should be visible and audible from all seats.** Ensure that the view from any seat is not obscured by columns or other objects. Ensure that speakers and microphones are available and functional so that the entire audience can hear the presenter without straining. This is especially important for audience members who are hard of hearing or for whom the presentation is not in their preferred language.

• **Communicate directions clearly and in advance.** Provide clear maps with directions from various parking or drop-off locations, which indicate wheelchair accessibility and route distance. If there are any fees associated with entrance or parking, communicate those clearly in advance so attendees can plan accordingly.

• **Be sure to consider surrounding features.** For example, catering options available for use at the intended venue should be able to accommodate diverse dietary needs. Consider the accessibility and affordability of possible excursions or activities nearby, whether they are integrated into the event or available to participants during breaks. Does the infrastructure of the surrounding area meet the needs of diverse attendees in regard to getting to and from off-site events, food, and social opportunities? Are there childcare facilities located at the venue or nearby that participants can easily access throughout the event?

Additionally, it may be helpful to adhere to the following best practices when working with a venue or vendor:

• Find out in advance what the vendor/venue can or can’t provide.

• Establish good communication with all vendors early and check in regularly. You’ll have to largely rely on them for accommodations and will then be able to focus on filling any gaps in accommodation that they can’t or won’t provide.

• Identify a main contact and find out if they will be on-site the day of the event.

• Frame your mission and purpose, and what values and commitments are regarding the event.

• Communicate needs clearly for the event generally and for any accommodations or requirements for individuals attending.
- Re-confirm those details before the event and again the day of the event with an onsite contact as well as with any staff working the event.

**Managing Conflicting Needs**

In some cases, it may not be possible to accommodate every individual, and some needs may conflict with others. Priority should be given to accommodations or event guidelines that are required by all applicable laws and regulations. Consider the laws that govern the location of the event.

To the extent possible, implement principles of universal design to minimize barriers. Choose venues that are already accessible and inclusive (e.g., they already offer prayer rooms, sensory rooms, or lactation rooms). This can alleviate budget or time constraints that may arise from renting or creating additional spaces and equipment.

Consider additional accommodation requests on a case-by-case basis. This prevents limited resources from being directed to an accommodation that will not be used during the event. Be clear in communications with attendees about what can be expected and what would need to be specifically requested.

Be open and flexible. Work with the attendee to understand what they need to be able to participate in the event. If you are unable to provide what is initially requested, you might be able to find a suitable alternative. In some cases, different individuals might make varying accommodation requests that could all be met satisfactorily with one approach. Choose the approach that satisfactorily meets the needs of the most individuals, even if it may not be the same as their original request, and then work individually with those with unique needs.

If necessary, accessibility and inclusion can be considered across multiple events or platforms. Consider providing a mix of events that, when combined, cater to the needs of the various groups. You might also consider hosting concurrent sessions or sessions on multiple platforms that each cater to different needs, such that participants have the opportunity to choose the format that is best suited to them.

This will tie closely to the post-event reflection and feedback. Throughout the event, make note of whom the event neglected to include or attract, then seek to understand why, explore ways to improve, and integrate these findings into future events.
During

Setup
Ideally, the venue allows for as much customization as possible or already follows the recommendations outlined here, minimizing the need for our staff to be involved with setup. In stricter venues, make every effort to follow as many of the guidelines as possible. Certain recommendations apply throughout the event, including:

- All aisles between seats or tables should be at least 3 feet or 1 meter in width.
- Ensure the area is well-lit, but not excessively bright.
- Avoid strobe lights.
- Provide clear signage.
- Have guides available throughout the event to provide directions and or read posters to low-vision attendees.
- Ensure outlets are available and easy to access.
- Limit unnecessary background music.
- Requests participants refrain from wearing strong fragrances via signage and announcements throughout the event.
- Chairs without arms should be available.

Reception Area
The reception area should be the first area participants see when arriving at the event. There should be clear and obvious signage leading to it from the various parking or dropoff locations. The reception area may contain a check-in desk, a help desk, and signage that directs attendees to other areas of the event. This includes, but is not limited to, the main presentation area, poster sessions, restrooms, sensory rooms, seating areas, and lactation rooms. All areas should be clearly labeled to ensure the event is easy to navigate.

The check-in desk should allow individuals to sign in, collect their event materials, and receive information about the event layout. The check-in desk staff should also remind participants of the event code of conduct. This can also be where participants collect any identifiers that might enhance their experience and participation. These could include badges that indicate pronouns, career stage, openness to mentorship, personal space, languages spoken, etc. Which badges are offered, if any, would be highly dependent on the event and should be determined on a case-by-case basis by the event organizers. Masks should be available for attendees. The check-in desk members should be reminded that our events do not require a strict dress code or unnecessary rules, as these may create barriers for participants.
The help desk is available to help attendees with any questions or concerns that come up throughout the event. This includes issues with accessibility and discrimination/harassment. Anyone working the help desk should have a clear understanding of the relevant SOPs/resources and the ability to make decisions or contact appropriate personnel for any issues that come up. Additionally, they should be familiar with the overview and schedule of events. It may be beneficial to provide attendees with the contact information of the help desk member. The help desk members should be regularly checking whichever method of contact was provided. The help desk member should also make note of inquiries made or complaints submitted to assist with the post-event evaluation.

**Presentation Area**

The presentation area should be accessible. Ideally, the presentation area maintains visibility but is not elevated, as this is most accessible for presenters who have difficulty with balance or limited mobility. If the presentation must be elevated to maintain visibility, a ramp should be in place at all times. All presenters should be provided with a microphone, a chair or stool, and water.

If a presentation requires access to a lectern or other equipment, ensure that those items are accessible. For example, a computer used for a presentation should also be accessible at wheelchair height or a presentation remote should be provided. Work directly with the presenters to ensure you are meeting their needs to allow them to provide a comfortable and effective presentation. While asking in advance is important, allow flexibility as injury and illness can occur unexpectedly and may require last-minute accommodation. Implementing universal design principles can minimize the issues these may present.

**Audience**

When considering the seating arrangements, all areas should be accessible, easy to navigate, and conducive for a high-quality experience. Adhere to the following:

- Provide priority wheelchair seating and include seats for companions.
- Provide priority seating for those who are deaf or hard of hearing or have visual impairments.
- Arrange seating to allow for plenty of aisles so an individual can quickly and easily move from their seat.
- Evaluate the visibility of the screen/stage from all seats.
- Ensure all text on signs, posters, and presentations is large enough to be easily read from the back.
- Provide sufficient space between seats to accommodate various body sizes, sensory sensitivities, and needs for personal space.
Rest Areas

Create opportunities for participants to take regular breaks. Ensure break areas are accessible and clearly marked. Indicate these spaces on program maps and on signs throughout the space. Break areas include designated eating areas, sensory rooms, quiet areas, lactation rooms, and restrooms. Gender-neutral restrooms should be available and clearly marked. If a venue does not already offer gender-neutral restrooms, create and post your own signage to convert one or more restrooms into gender-neutral restrooms.

Online Events

Online events have minimal setup needs. Be sure to distribute presentation materials to attendees in advance, set up any available translations or transcription software, and conduct a tech check to ensure internet connectivity, audio, and visual quality are sufficient.

Presentations

At the start of an event, remind attendees of the agenda, code of conduct, the request to avoid the use of fragrances, and the location and use of the help desk. Inform participants of any transcription or translation service that is available, and explain how to use it.

Before the presentation, the host should confirm the pronunciation of each speaker's name and the pronouns they use. As speakers are about to present, remind them of the schedule and relevant time constraints. Be prepared to kindly interrupt a speaker if they go over time. Preparing a script in advance may be helpful.

Ensure speakers are also engaging in inclusive practices throughout their presentations. Before speakers take the stage, remind them to follow the guidelines below:

- Always use the microphone, even if you don't think you need it.
- Describe any pictures or graphics for audience members who cannot see them.
- You will be provided with water and a chair or stool in case you need them.
- Provide a break around the 60-90 minute mark, if your presentation will be longer than that.

During the question and answer portion, remind the speaker or moderator to take the first question from a woman or person of color, as this has been shown to result in more diverse audience participation.
**Food and Drink**

Food is an important aspect of inclusion, as many individuals experience a variety of dietary restrictions out of ethical, religious, sensory, or health concerns. For this reason, it is important to primarily provide information about the food being served at an event. To the extent possible, share the schedule and menu, including ingredients or allergens, with participants prior to the event. Participants can then determine if the food being served is appropriate for their needs or if they will need to request accommodations or bring their own food.

Refrain from referring to food as healthy or unhealthy. This terminology is often used to refer to the calorie count in the food, which does not indicate healthfulness and reinforces stigma surrounding weight and food choices. Additionally, “healthy food” varies from person to person depending on their individual nutritional needs, allergies, and goals.

Throughout the event, drinks and snacks should be provided. Dietary restrictions should also be taken into account when choosing these items. Special care should be taken to choose snacks with minimal odor and noise so that these regularly available items do not cause disturbance.

Alcoholic beverages should be avoided or carefully considered. The presence of alcohol can negatively impact the participation of those who do not drink (whether because of religion, medical condition, or preference), who have struggled with addiction, or who have experienced trauma associated with alcohol. In many cases, the benefits of having alcohol present at a social or networking activity can be achieved in alternative ways, such as by creating structure and engaging events that facilitate meeting new people.

During the event, ensure the items are clearly labeled and steps are taken to avoid cross-contamination. If special meals were ordered, especially if in limited quantities, first prioritize serving them to those who requested the accommodations, then to those who need the accommodation but had not requested it in advance. If there are leftovers, these can then be served to those in general attendance. This ensures that everyone has access to the food that they need to eat comfortably and safely.

Create designated spaces for food consumption during meal times. Meal times may expose participants to a variety of allergens and sensory experiences, so having designated food and non-food areas allows participants to choose the level of exposure. Additionally, having some smaller areas for food consumption can help avoid overstimulation from being in a crowded space. Before going to break for a meal-time, the host should remind participants of these areas and how to use them.
Accommodations

Both the front desk and the help desk should be aware of any accommodations in place or that are being provided to individual attendees. During check-in, staff should provide attendees with any relevant information or badges needed to access their individual accommodations. Staff at both desks should be able to answer common accessibility questions, such as the location of an accessible bathroom, availability of priority seating, how to access translation/transcription software, and the location of rest areas.

For accommodations that are requested throughout the event, the help desk staff should be able to make decisions and arrange accommodations or have immediate access to the person who does. This may be the event manager or a staff member from the event venue, depending on the accommodation being requested.

Post-event

After the event, it is important to follow up with the participants to thank them for their participation, share resources (e.g., recordings), and solicit feedback. This time should also be used internally to reflect on the event and identify successes as well as areas for improvement.

A post-event survey should be shared with attendees to solicit feedback regarding the efficacy of JEDI efforts and the objectives of the event (e.g., networking, sharing knowledge about wild animal welfare, improving collaboration, etc.). Here's the survey Wild Animal Initiative uses to collect feedback: https://airtable.com/shrnHlrfb6BultoKb. Remember to provide a deadline to complete the survey and schedule analysis and a debrief meeting to discuss the results and general impressions in a timely manner.

Invite staff and volunteers who were involved in planning and hosting of the event to take the survey too. Prior to the meeting, develop discussion questions and share survey results to allow for the most effective post-event reflection. You may ask participants to consider the following aspects of the event:

- Cost-effectiveness
- Communications and promotion
- Timeliness of execution
- Decorations
- Attendance and audience reception
- Volunteers
- Venue choice
- Crowd management
- Entertainment
- Speakers
- Event flow
- Food and beverage

Additionally, you may share some of the following discussion questions:

- How did we meet or not meet our goals for this event?
- Who participated in our event? Who was missing?
- How was the event received by participants? Were there disparities in experiences across demographics? If so, why?
- How effective was the sliding scale? Does it need to be adjusted to meet our revenue goals?
- How was the venue or platform? Would we use it again?
- What about other vendors we used?
- How prepared did you feel throughout the event? Were there any unexpected challenges you faced that you did not know how to respond to?
- How did we succeed in providing the requested accommodations? What challenges did we face?
- What was the communication and promotion plan for the event? How was it successful? How can it be improved?
- What resources did we utilize to execute this event? In what ways was it enough? In what ways did we need more resources?
- Were there any extraneous factors impacting our event’s success (e.g., conflicting events, weather, changes in group membership, security and safety concerns)?
- In general, would we do this event again? What would we change? What would we keep the same?

The above factors and questions can and should be modified to suit the needs and structure of each event. It is important to use these questions to identify actionable steps to improve future events. Consider if any of the guidelines need to be updated or modified, whether additional standard operating procedures or resources are necessary, or if event planners and staff need additional training. Be sure to follow through with an action plan that results from the review.
Procedures for Review and Updating

The Guidelines for Inclusive Events is a living document that should be regularly updated in response to feedback and our developing knowledge in regard to justice, equity, diversity, and inclusion.

If you have attended a recent Wild Animal Initiative event and would like to provide feedback, please complete the post-event feedback survey shared with you after the event. If you have not recently attended an event, or have other thoughts you would like to share that were not captured in the survey, please email services@wildanimalinitiative.org with your comments and concerns.

Event organizers should collect suggestions that resulted from the post-event review. Additionally, feedback may be collected on an ad hoc basis from staff, consultants, or relevant stakeholders. On a quarterly basis, those recommendations should be compared against this document to evaluate whether this document requires updating to capture our most up-to-date approaches to hosting inclusive events.

Additional supporting documents and resources should be updated regularly as well. For example, holidays for the next year should be added annually by October of the current year. This ensures there are always at least five full calendar years to accommodate long-term and short-term planning.
Appendix I. Registration Form Template

Thank you for joining us at [Event Name]. Please complete the registration form below. You will also be invited to submit your demographic information to assist us in evaluating the effectiveness of our justice, equity, diversity, and inclusion efforts throughout our events. You will also have the opportunity to request accommodations. If you require accommodations to complete the registration form, please contact [name; email].

A. Required Information
   1. Chosen/given name:
   2. Last/family name:
   3. Legal name if different from above: [only request if necessary; remove this text]
   4. Pronouns - Pronouns are the words used to refer to an individual or group of people when we do not want to use their name. In English, pronouns like he and she have gendered connotations. Please indicate the pronouns you would like others to use when referring to you. For more information, please see Pronouns.org. (select all that apply):
      a. He/Him/His
      b. She/Her/Hers
      c. They/Them/Theirs
      d. Ze/Zir/Zirs
      e. No pronouns, please use my name exclusively
      f. No preference
      g. Prefer not to answer
      h. Not Listed: ____________________
   5. Email:
   6. Organization/institution:

B. Code of Conduct [Note: Not required for non-interactive, fully online events]
   1. Please review the Code of Conduct.
   2. I agree to follow the Code of Conduct. *Required*

C. Demographic Information
   All of the following questions are optional. If you would prefer to not answer any or all of the questions in this section, feel free to leave them blank. If you do choose to provide your demographic information, we will be better able to understand the composition of our audience and the impact of our efforts toward justice, equity, diversity, and inclusion.
   1. Age
   2. Gender (select all that apply):
      a. Cisgender
b. Man

c. Non-binary

d. Transgender

e. Two-spirit

f. Woman

g. I don’t know/am not sure/questioning

h. Not Listed: ______________

3. Sexuality (select all that apply):

a. Asexual

b. Bisexual/pansexual

c. Lesbian/gay

d. Queer

e. Straight/heterosexual

f. I don’t know/am not sure/questioning

g. Not Listed: ______________

4. How do you identify yourself in terms of race? (select all that apply)

a. Asian or Pacific Islander

b. Black or African American

c. Hispanic or Latinx/e/o/a

d. Indigenous (e.g. North American Indian, Navajo, South American Indian, Quecha, Aboriginal Australian)

e. Middle Eastern or North African

f. White

g. Not Listed: ______________

5. What are your ethnic origins or ancestry? (select all that apply)

a. Central America and the Caribbean

b. East and Central Asia

c. Eastern Europe

d. North America

e. North Africa

f. Pacific/Oceania

g. South America

h. South and Southeast Asia

i. Sub-Saharan Africa

j. West Asia/Middle East

k. Western Europe
1. Not Listed: ________________
6. Country of residence (drop-down menu):
7. Country of origin (drop-down menu):
8. Preferred language (drop-down menu):
9. Disability status:
   a. I have a disability that interferes with my day-to-day activities.
   b. I do not have a disability that interferes with my day-to-day activities.
10. Religion (drop-down menu):
11. Are you a caregiver?
   a. Yes
   b. No
12. Career stage:
   a. Undergraduate student
   b. Master’s student
   c. PhD student
   d. Early-career researcher (0-9 years after PhD)
   e. Mid-career researcher (10-24 years after PhD)
   f. Late-career researcher (25 or more years after PhD)
   g. I am not in academia
13. What is your field of study?
14. Highest level of education:
   a. Less than high school
   b. High school diploma/GED or equivalent
   c. Associate’s degree
   d. Bachelor’s degree
   e. Master’s degree
   f. Terminal degree (Ph.D., Ed.D, Psy.D., J.D., etc.)
15. Have you ever been incarcerated?
   a. Yes
   b. No
16. Do you identify as neurodivergent?
   a. Yes
   b. No

D. Food
All food provided will be vegan. Please use this section to describe any dietary restrictions you may have and request accommodation. If we are unable to accommodate your request, we will contact you as soon as possible so that you may plan accordingly.

1. Do you have a food-related allergy, sensitivity, intolerance, or sensory challenge?
   a. Yes
   b. No
2. If yes, please describe: __________________________
3. Do you have any religious or moral dietary restrictions?
   a. Yes
   b. No
4. If yes, please describe. If the restriction is limited to certain dates or times during the event, please include that information in your description: __________________________
5. Do you have any dietary restrictions not described above?
   a. Yes
   b. No
6. If yes, please describe: __________________________

E. Accommodation Requests

Wild Animal Initiative is committed to incorporating universal design principles across all of our events to ensure accessibility. However, given the unique needs of individuals, we are also happy to provide reasonable accommodations. Please complete the following sections to request accommodations. Advance notice is necessary to arrange for some accessibility needs. To see what accessibility measures will already be available, please see the Event Accessibility and Inclusivity Guide.

1. I would like to request the following accommodations in order to enhance my participation (select all the apply):
   a. An assistant will accompany me
   b. Sign language interpreter
   c. Other language interpreter
   d. Presentation notes
   e. Captioning
   f. Hearing Assistive Technology
   g. Qualified reader
   h. Taped texts
   i. Audio recordings
   j. Braille materials and displays
   k. Large print
1. Advanced physical or digital copies of presentation materials
2. Wheelchair access
3. Reserved front-row seat
4. Seating near an electrical outlet
5. Seating near an exit
6. Lactation room
7. Gender-neutral restroom
8. Sensory-friendly kit
9. Not listed: ___________________

2. If other, please specify:

3. In some cases, we are unable to fulfill every accommodation request. Without the requested accommodations would you be unable to attend?
   a. Without accommodation, I would be unable to attend and would request a refund.
   b. I would still be able to attend the event whether or not I receive accommodation.

4. Do you have concerns regarding another individual who may be present and would like to establish precautions to ensure your comfort and safety? These may include but are not limited to, providing an escort, prepping onsite event staff, keeping the victim and harasser from attending the same talks/social events, and providing on-site contact cell phone numbers for immediate contact.

5. How would you like to be contacted to discuss your needs?

6. Please share any additional information that would be helpful in coordinating accommodations for you.

F. Sliding Scale — see Appendix II

G. Confirmation

   Thank you for your registration.

   We request that you refrain from wearing perfumes/colognes while attending this event, in consideration of other attendees. The majority of people surveyed preferred fragrance-free policies (Steinemann, 2019). Additionally, these products can cause adverse reactions for those with fragrance allergies, asthma, migraines, sensory processing challenges, and chemical sensitivities.

   Thank you for your consideration for all members of our community. More information on being fragrance-free can be found at https://csw.ucla.edu/publications/fragrance-free/.
Appendix II. Sliding Scale Template

Thank you for registering for [Event Name]! To ensure cost is not a barrier to the attendance of our events, Wild Animal Initiative is proud to offer a sliding scale. A sliding scale allows participants to identify which registration fee is the most appropriate relative to their financial situation. Our sliding scale operates on honor system, which means we trust you to select that option that best describes your situation and financial ability. Those at the top of the scale are recommended to pay at least [full price], those in the middle should pay [middle price], and those at the bottom of the sliding scale should pay [lowest price].

For those whose attendance is being funded by a third party such as a grant, lab, or university, please choose the top of the scale. The middle and bottom of the scale are only available to those who are paying out of pocket and will not be reimbursed.

For participants who are paying out of pocket, please choose the sliding scale option that best fits within your financial ability. Below are some examples of where you might land on the sliding scale to help you determine your price, adapted from The Green Bottle Sliding Scale designed by Alexis J. Cunningfolk. Please note that these are simply examples to guide your decision, rather than strict eligibility requirements. We acknowledge that you will have the best understanding of your individual needs and financial ability, thus we trust that you will choose the most appropriate option, even if it does not precisely match our descriptions below.

Top of the Scale — [full price]:

This price is appropriate for those who are using third-party funding OR for those who are able to pay full price. This price point covers event expenses for one person and partially or fully funds a scholarship for another participant. This price point may be right for you if the following statements are generally true for you:

- My registration fee is covered by a third party (e.g., grant, lab, university, etc.).
  OR
- I am comfortably able to meet all of my basic* needs.
- I may have some debt but it does not prohibit the attainment of basic needs.
- I own my home or property OR I rent a higher-end property.
- I have a reliable form of transportation.
- I am employed or do not need to work to meet my needs.
- I have regular access to healthcare.
● I have access to financial savings.
● I have an expendable** income.
● I can always buy new items.
● I can afford an annual vacation or take time off.

**Middle of the Scale - [middle price]:**
This price is appropriate for those who are able to comfortably pay the standard price, but would experience a financial burden when paying for the full price. This price point covers event expenses for one person. This price point may be appropriate if the following statements are generally true for you:

- I may stress about meeting my basic needs but still regularly achieve them.
- I may have some debt but it does not prohibit the attainment of basic needs.
- I have a reliable form of transportation.
- I am employed.
- I have access to healthcare.
- I might have access to financial savings.
- I have some expendable income.
- I am able to buy some new items and I thrift others.
- I can take a vacation annually or every few years without a financial burden.

**Bottom of the Scale — [lowest price]:**
This price is appropriate for those who are unable to financially contribute to the event at the higher levels. Admission is partially or fully gifted by Wild Animal Initiative or fellow participants. This price point may be appropriate if the following statements are generally true for you:

- I frequently stress about meeting basic needs and don’t always achieve them.
- I have debt and it sometimes prohibits me from meeting my basic needs.
- I rent lower-end properties or have unstable housing.
- I do not have a car or have limited access to a car but I am not always able to afford gas.
- I am unemployed or underemployed.
- I qualify for government assistance including food stamps and healthcare.
- I have no access to savings.
- I have no or very limited expendable income.
- I rarely buy new items because I am unable to afford them.
- I cannot afford a vacation or do not have the ability to take time off without a financial burden.
Basic Needs include food, housing, health care, and transportation.

Expendable Income might mean you are able to buy coffee or tea at a shop, go to the movies or a concert, buy new clothes, books, and similar items each month, etc.

We acknowledge that the above indicators may not perfectly reflect your individual situation and encourage you to evaluate your own financial needs and privileges to determine the most relevant point on the sliding scale for your individual situation. If you have questions about the sliding scale, please contact [event contact person; email].
Appendix III. US Heritage Months

February
- African American History Month

March
- National Women's History Month
- Irish-American Heritage Month
- National Deaf History Month (March 13 - April 15)

April
- National Deaf History Month (March 13 - April 15)
- Arab American Heritage Month

May
- Asian Pacific American Heritage
- Older Americans Month
- Jewish American Heritage Month

June
- Pride Month
- Caribbean American Heritage
- Immigrant Heritage

September
- National Hispanic-Latino Heritage Month (September 15 - October 15)

October
- National Hispanic-Latino Heritage Month (September 15 - October 15)
- National Disability Employment Awareness Month
- National Italian American Heritage Month
- Filipino American History Month
- Polish American Heritage Month

November
- National American Indian Heritage Month
Appendix IV. Additional Websites and Resources

- How to Outsmart Your Own Unconscious Bias | Valerie Alexander | TEDxPasadena
- #BeExcellent: Event Planning with Universal Design: What to Do Before, During & After
- 12 tips to make events more accessible and inclusive | Canva
- Accessibility | Zoom
- Accessibility Fundamentals Overview | Web Accessibility Initiative (WAI) | W3C
- Accessibility Guidelines for Planning Inclusive Events
- Accessible Event Planning
- Accessible Meeting and Event Checklist | Accessibility Information
- Accessible Meeting and Event Checklist Ask
- Chronically Academic
- ColorBrewer
- Dates, Practices & Accommodations - Division of Inclusion, Diversity & Equity
- Equal Access: Universal Design of Conference Exhibits and Presentations | DO-IT
- Event DEI Strategist
- Event Organizer’s Guide to Post-Event Evaluation | Guidebook
- Good Presentation Skills: Make it Sensory-Friendly
- Google Meet accessibility
- Holding Inclusive Events: A Guide to Accessible Event Planning
- Hosting a Global Meeting: Essential Questions to Consider
- How to Create a Sensory-Friendly Event
- How to Make Professional Conferences More Accessible for Disabled People: Guidance from Actual Disabled Scientists - Union of Concerned Scientists
- How to Welcome Attendees Fasting for Ramadan | Smart Meetings
- How Virtual Convenings Can Enhance Diversity, Equity, Inclusion, and Accessibility | SWD at NIH
- Inclusive Scientific Meetings — 500 Women Scientists
- Information About CART | Florida Department of Health.
- LGBTQ+ Travel Safety – 203 Best & Worst Countries Ranked (2022)
- Past Events - Field Inclusive, Inc.
- Post-Event Evaluation | Student Unions & Activities
- Science is everybody's party: 6 ways to support diversity and inclusion in STEM | World Economic Forum
- Sliding Scale: Why, How, and Sorting Out Who
- SWD Seminar Series
- The 50 Worst (& Safest) Countries For Solo Female Travel
- The best charts for color blind viewers | Blog | Datylon
- The Sliding Fee Scale & other justice practices for entrepreneurs — The Cultural Bodyworker
- Universal Design for Event Planning
- WCAG 2 Overview | Web Accessibility Initiative (WAI) | W3C
- White Supremacy Culture Characteristics