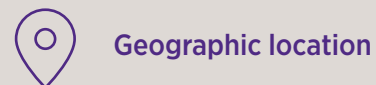
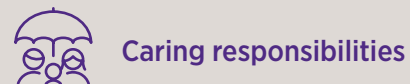
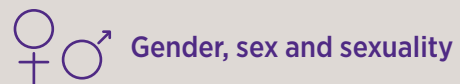


UQ GUIDE TO Planning an inclusive event

The University of Queensland (UQ) values equity, diversity, and inclusion, and is committed to supporting our people. A key aspect of this is applying a diversity and inclusion lens to everything we do, including event planning. Planning an event with diversity in mind, and with the aim of being inclusive of all people, is one of many ways to build an inclusive workplace, where people of all backgrounds and abilities feel they can be their whole selves at work and participate fully.

This guide has been developed to assist individuals and work areas to plan an inclusive event. This guide is by no means an exhaustive list of all possible considerations, and some may be more relevant than others; however, it is designed to be a helpful starting point.

Aspects of diversity to consider when planning an event?



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Seven Principles of Universal Design

The Seven Principles of Universal Design may assist you in planning your event. The framework was initially developed to inform the design of environments, products, and communications, and refers to design that is useable by all people of different ages and abilities over time, to the greatest extent possible, without the need for adaptation or specialised design. As such, it can be helpful when choosing a location for your event, and when designing the content and communications for your event.

1 Equitable use

The design is useful and marketable to people with diverse abilities.

2 Flexibility in use

The design accommodates a wide range of individual preferences and abilities.

3 Simple and intuitive use

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

4 Perceptible information

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

5 Tolerance for error

The design minimises hazards and the adverse consequences of accidental or unintended actions.

6 Low physical effort

The design can be used efficiently and comfortably and with a minimum of fatigue.

7 Size and space for approach and use

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.



Inclusive design considerations



Planning an Event

Create a diverse team to plan and organise your event. A diverse team reduces the risk of unconscious bias and is more likely to consider various perspectives, experiences and viewpoints.

Taking time to think through the purpose of the event and who you want to be included is important to be as inclusive as possible in planning, promoting and holding your event.



Date of event

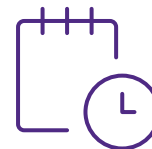
Does your event coincide with any major religious holidays or festivals?

If you are unsure, you can check the [Interfaith Calendar](#).

Is your event during school holidays?

If you are unsure, you can check via the [Queensland Government website](#).

If possible, try to select a date that does not clash with any of the above and therefore will not inhibit select groups of people from attending.



Time of event

Does the time of your event cater to attendees who work remotely, part-time, or have caring responsibilities?

Does the time of the event preclude attendees who use public transport?

Will sufficient public transport services be running at your selected time (especially for evening events)?

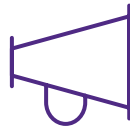
If you are unsure, you can check [transport timetables](#) here.

Other considerations

If you host periodic events (e.g. for your team or work area), consider varying the time or day of the events so that (hopefully) each colleague has the opportunity to attend at some point.



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Location of event

Is the venue **accessible**?

Are there ramps and/or elevators where there are stairs?

Is it convenient for all people to get to? For example, is the venue within close proximity to public transport, has parking with accessible drop-off areas.

Does it have **accessible and gender neutral bathrooms**?

Are quiet spaces available nearby?

Does it have a hearing loop?

Is the design of the room inclusive?

For example, does the physical layout of the room allow for attendees to hear and see presenters, is there certain imagery in the room that might make certain people feel excluded?

Will it feel like a safe space for neurodiverse people?

Does the venue have any historical significance to certain groups of people that might make them feel unwelcome?

Venues such as bars, licenced premises or clubs could exclude participants whose cultural beliefs prohibit or make uncomfortable their attendance.

What does the location of the event mean for attendees who work remotely or who are unable to physically attend?

Is it possible to offer some sort of e-attendance (e.g. Zoom, video conference) at your event?

Is it possible to record the event?

Communications about event

Is the communication clear and easy to understand?

How far in advance do I need to communicate about my event so that people who might need to make arrangements to attend have enough time to do so?

Can the written communications about the event be read by a screen-reader?

This includes ensuring that **alternative text** is developed for any images used.

Will my communications about the event appeal to a diverse audience?

Seek input from a diverse group who can provide different perspectives.

Do all event communications use inclusive language?

Please see UQ's Guide to **Using Inclusive Language** for more information.

Are translated versions of communications available if required?

Do all event communications use inclusive imagery?

That is, ensure a diverse representation of people are used for promotional materials.

Does my event website adhere to the **Web Content Accessibility Guidelines (WCAG 2.0)**?

Is there a clear structure/schedule that can be accessed prior to the event so that attendees know what to expect?

Have I included an option for gender neutral titles on the registration forms?

Identify any culture bound terminology

Check the use of words used in any communications, that they are respectful, non-offensive and inclusive, ensuring meanings are consistent across cultures.

Avoid using jargon or slang

Be mindful of the use of humour in presentations; particularly culturally-specific jokes.

Other considerations

Include a method of contacting the event organiser so any attendees who require adjustments can request these with ease and without feeling embarrassed to do so. The following template can be used:

*"If there is anything else we can do for you to enable you to participate fully at this event, please do not hesitate to contact *name of event organiser* on *insert phone number/ email address* by *insert date*."*

UQ GUIDE TO Planning an Inclusive Event



Event speakers

Does the opening speaker know to do an Acknowledgement of Country?

Is there a diverse representation of speakers?

“You can’t be what you can’t see”, so ensure that there is representation of minority groups. Seek to have:

- Representation of under-represented groups
- Cultural diversity
- Age diversity
- Seniority distribution
- People of diverse abilities
- People of diverse genders/sexualities

Have your event speakers taken The Merle Pledge?

The [Merle Pledge](#) is a UQ initiative to substantially improve women’s representation in public and professional forums. UQ work areas, academic and professional staff are encouraged to commit to requesting gender equity as a condition of hosting or participation on any panel, speaking event or conference.

Is an Auslan interpreter required?

Are language interpreting services required?

- The [UQ Institute of Modern Languages](#) may be able to assist with interpreting services.
- [Australian Government Translating and Interpreting Service](#)

Will a speaker gift be required?

Do I need to find out more about international etiquette (if there are international speakers) to find appropriate gifts to avoid causing offence?

Ask your speakers what their personal pronouns are and if they comfortable with you including this information when using their name for introductions and/or event communications.

For example, first name last name (she/her) or first name last name (they/them).

Does the Chair/Moderator know the correct pronunciation of names of guests, speakers or performers?

Other considerations

Diversity efforts should be genuine, so be mindful not to “tokenise” speakers. That is, check that speakers from under-represented groups aren’t simply playing administrative and/or limited roles in the event e.g. only introducing other speakers.

Speakers should be mindful not to simply say “as you can see on the slide”, but instead always describe what is on the slide when discussing it. This assists attendees who may have difficulty viewing the slides to participate fully.



Catering at event

Do the attendees have any dietary requirements?

If so, what have you done to cater to these?

Be mindful of common dietary requirements: vegetarian, vegan, Halal, Kosher, gluten/dairy/nut/shellfish allergies, etc.

In your event RSVP section, ensure there is an ‘open text box’ for dietary requirements

Is all food labelled so that attendees can make informed choices about what they want to eat?

Will the event include alcohol?

Be mindful that not everyone drinks alcohol and that prior approval is required for events on UQ campuses where alcohol will be served. If alcohol will be served, have you ensured that a range of non-alcoholic beverages will be available?

Are there any cultural considerations that may prevent people from sharing a meal together?

For example, holding lunch meetings (with food) during Ramadan may exclude some staff and students.

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Content of event

Does the event include bright strobe or flashing lights?

If so, be mindful that you will need to let attendees know in advance as this can trigger seizures and other reactions for people with certain mental and/or physical conditions.

Does your event include videos?

If so, use captions.

Does the event need to have a dress code?

Dress codes can be challenging for gender diverse individuals. If it is necessary for the event to have a dress code, ensure it is inclusive. For example, using the term 'formal wear' instead of 'black tie', or 'business attire' rather than 'coat and tie'.

Will the activities planned for your event be restrictive to certain groups of people?

Does the event discuss topics that require a content or trigger warning or the provision of referral information for those needing additional supports?



PowerPoint slides, handouts

Is the content of the slides/handouts in any way offensive to certain groups of people?

When using images in presentations and promotional material and in general ensure there is a diversity of images of people and places from different cultures and backgrounds.

If there are images of people, do the slides/handouts reflect the broader community?

Are the slides clear and easy to read?

Review and Reflection

Ensure event participants know where and how to contact the event organisers after the event for feedback, comment or follow up. Invite feedback from both those who are part of planning the event and those who attended the event.