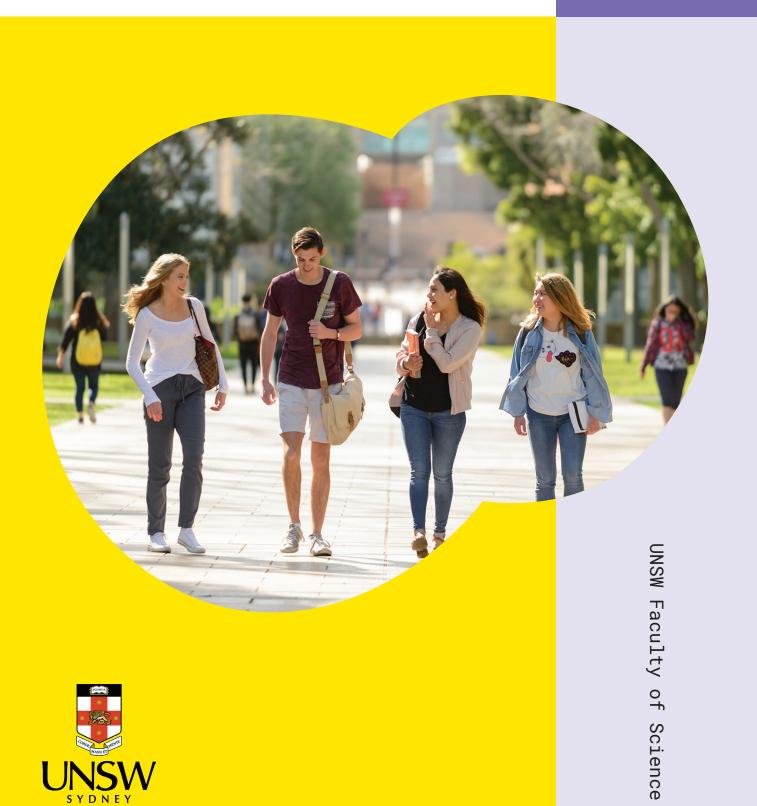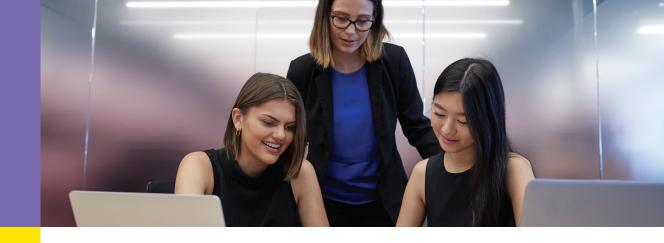# Guidelines for Planning and Delivering Inclusive Events

UNSW SYDNEY

These guidelines provide advice on how to plan and deliver inclusive events. These guidelines are scoped for events of all sizes, from School-based seminars to conferences. Events might be one-off or part of a regular series. No matter the size or style, inclusion should be a key goal for your event.

We encourage everyone in the UNSW Science community to use these guidelines whenever involved in event planning or delivery. Event participants might also use these guidelines to champion diversity and inclusion during an event or in feedback after an event.

There are many excellent resources on this topic. Given there are a range of resources to guide making events more inclusive, our aim is to provide general advice and link to other resources as relevant. If you have questions or comments on these guidelines, please contact the Science Equity, Diversity, and Inclusion Team (science.edi@unsw.edu.au).

We have organised these guidelines around five key questions to ask while planning and delivering an event, loosely organised as: who, what, when, where, and how?

Who is involved in your event?

Consider the entire range of people involved in the event, which is a starting point for making decisions regarding the 'what, when, where, and how' of your event. This might include organisers, presenters, and audience members.

Seek to increase the diversity within and across these groups and ensure that the event is inclusive of those characteristics. Diverse characteristics include, but are certainly not limited to, gender, cultural background, abilities, career seniority, language background, socio-economic status, caring responsibilities, and sexual orientation.

Planning the content of your event

Plan how you might Acknowledge Country or arrange a Welcome to Country, as appropriate. Refer to Nura Gili's Protocols for assistance.

While the content of events will vary, consider how you are showcasing diverse examples and viewpoints. Consider your use of inclusive language before and during the event (e.g., use of pronouns, and gendered language; person-first language)

Identify the accessibility needs of your organisers, presenters, and audience as you plan your event. Include an open-ended question in your event registration or event invitation email for people to tell you if they have specific needs that you can accommodate. UNSW's Accessible and Inclusive Events Hub has a range of relevant resources regarding this.

For events with an in-person component, provide emergency information at or before your event (e.g., alarm sounds, emergency meeting points, egress options). Ensure detailed and accessible wayfinding information is available to assist people in attending the venue (e.g., timing and pathways for transfers from transport hubs, location of lifts, gender inclusive bathrooms, etc.). If you are providing catering, ensure to enquire about any dietary requirements.

When will your event happen?

When choosing a date, consider avoiding religious and culturally significant holidays, NSW school holidays, and peak times in the academic calendar. When selecting a time of day for your event, align where possible with UNSW's Regular Team Meetings Hours Policy. If the event must occur outside of school and/or daycare hours, and audience size warrants it, consider arranging a childcare option.

Where will your event happen?

Consider whether in-person, virtual, or hybrid is the best format for your event. The UNSW Accessible and Inclusive Events Hub offers helpful insights on delivering events in these formats.

For in-person events, be mindful of the venue's accessibility capacities and its proximity to public transport and accessible car parks. Refer to venue information for information about accessibility of UNSW venues.

For virtual and hybrid events, consider which software platform would best suit your event. We suggest using Teams or Zoom, which both enable live closed captioning.

For hybrid events, choose a venue and software platform that enable both virtual and in-person attendees to authentically participate. We recommend supplying microphones to enhance the audio of in-person discussions for those joining virtually. Consider using a software platform to gather questions such as sli.do.

How will you know your event was inclusive?

Setting goals and reporting on outcomes is a useful way to monitor your efforts. Event inclusion goals provide a clear agenda for the inclusivity of your event. Goals should align with the stated inclusion values of UNSW Science, the Science Outreach and Engagement Strategy, and UNSW more broadly. Areas where diversity goals can be set include, but are not limited to, gender representation, LGBTQIA+ inclusion, disability inclusion, and inclusion of First Nations peoples. Where possible, try to set goals that are measurable.

Disclosing diversity information may be sensitive for people. It is important to request information in a respectful way. For example, when collecting demographic information, consider wording such as: 'UNSW is committed to a fair and inclusive workplace free from discrimination and embracing diversity. For this reason, it is useful for us to know whether people identify with any of the diverse groups below:' Also be sure to only request information that you need to know.

After your event, assess whether you met your goals. Identify what worked well and what could be done to improve inclusivity at your next event.

Other Considerations

Consider whether and how speakers will be compensated for their time and ensure this is equal between speakers. If the event is fee-based, consider need-based subsidized rates and/or waivers, and arrangements for companions and carers.

Consider inviting all UNSW-affiliated event coordinators and speakers to sign the UNSW Science Panel Pledge, which is an initiative that aims to increase the visibility and contributions of women leaders in public and professional forums.