Diversity and Inclusivity in Events checklist

1. Date
   a. Consult attendee calendars for availabilities (if possible)
   b. Consider ethnic holiday conflicts [https://calendar.colostate.edu/observances/](https://calendar.colostate.edu/observances/)
   c. Schedule alternate times for alternate schedules

2. Advertising: Digital and Print [https://accessibility.colostate.edu/](https://accessibility.colostate.edu/)
   a. Before the event, consider creating a clear Diversity and Inclusion statement or including the Principles of Community
   b. Use images that portray genuine and real-life inclusiveness
      i. Recognize your biases
      ii. Consider races/ethnicities, genders, ages, abilities, body types
   c. Use high contrast colors, dark text on light background
   d. Enhance inclusion by using variety – email, social media, websites, posters, flyers, personal invite
   e. Include text with event details if ad is only a graphic image
      i. Add alternate text for people who may not be able to see an image

3. Venue
   a. Consider underrepresented locations to bring diversity awareness
      i. Diverse restaurants for small events
   b. Visual, Mobility and Hearing Accessibility
      i. Visual Presentations [https://accessibility.colostate.edu/ud-powerpoint/](https://accessibility.colostate.edu/ud-powerpoint/)
         1. Slide layout
         2. Avoid fancy fonts
         3. Offer alternative print materials
         4. Include bi-lingual text
            a. FM HR has an interpreter who can provide this service
      ii. Mobility
         1. Provide elevator access
         2. Provide wheelchair access
         3. Consider mobile limitations if event is outdoors
            a. Sidewalk access, level ground
      iii. Hearing
         1. Consider effect of ambient noise
         2. Test AV equipment properly
            a. Employ proper IT professionals for sound and visual needs
         3. Option to request ASL (American Sign Language) interpreter
         4. Offer bi-lingual interpreter
            a. FM HR has an interpreter who can provide this service
   c. Provide all gender bathroom access

4. Menu
   a. Provide contact information for special accommodation requests
      i. Option to request vegetarian, vegan, dairy or gluten free
      ii. Option to inform of allergies, dietary or cultural restrictions
   b. Consider offering foods from diverse cultures

5. Speakers
   a. Consider Diverse populations
   b. Select multi-racial, multi-gender panel members
Diversity and Inclusion in (Virtual) Events checklist

Practices for Facilitators:

1. Create shared expectations of meeting time
   a. Consider different work shifts to possibly create multiple dates, times
2. Assign roles for the meeting beforehand
   a. Facilitator of meeting
   b. Co-host to assist with technology
      i. Recording of meeting
      ii. Turn on live captions for anyone who may not have speakers
   c. Moderator who assists with chats and raising hands
   d. Note taker
3. Provide materials ahead of time
4. Consider technology access of participants
   a. Access to a laptop, computer, tablet, or smart phone
   b. Access to a microphone
   c. Access to a call-in number
   d. Access to video camera
   e. Consider how participants may be viewing materials shared in the virtual meeting - for example, are they on a small smart phone screen or small laptop screen or just calling in? can they see the presentation? Can they see the chat?
5. Consider individual needs of participants and mental health
   a. Be accepting of everyone’s unique circumstances
      i. Some people may be juggling other responsibilities at home or may not have a completely private place to meet
   b. Stay on the call after if able for questions and check-ins
   c. Provide time for small groups to interact
   d. Be aware of contributions to the group
      i. Utilize the chat function
      ii. Utilize small group interaction
   e. Acknowledge that this experience is different for many participants

Practices for Everyone:

1. Respect others in the meeting by monitoring how much time you are using
   a. Schedule additional meetings if more conversation is needed
2. If you can, use video to display engagement, it helps others to know how you are experiencing the meeting
3. Acknowledge your biases:
   a. Seeing people’s homes
   b. How they are dressed
   c. How they are navigating technology (generational differences)
4. Recognize the contributions of others to promote recognition and affirmation
5. Keep your mic muted when not speaking
6. Stay professional and engaged while your video is on

For questions or concerns, please contact FM JEDI Team at: Fac_diversity_team@colostate.edu.