

Diversity, Equity, and Inclusion

Additional Planning Considerations for Meetings and Events

IMPORTANT DETAILS TO OBSERVE FOR PLANNING ALL MEETINGS and EVENTS

- Monitor discrimination in the destination, hotel, venue, local restaurants
- Gender identity and equity – are there obvious fair and just practices within the workplace/venue?
- Global citizenship – does the venue support a diverse workforce at all levels?
- Intergenerational differences – make note of this frequently overlooked area of equal opportunity
- **LGBTQIA2S+** identity and equity – is this recognized?
- Socioeconomic status and classism (*important for international meetings*)

PROVIDE ACCOMMODATION FOR ABILITY, DISABILITY and ABLEISM

Ask the question about required “Accommodation” to fully participate in the meeting/event and be prepared to provide and include it in your budget.

- Transportation customized for a person with a mobility or physical disability
- Rental scooters and accessible seating for large convention centers and hotels for a person with a mobility or physical disability
- A/V and staging access for person with a mobility or physical disability or someone of short stature, little person
- Sign Language Interpreters/Tactile Interpreters (*for those who are both hearing and visually impaired*)
- Closed captioning for sessions and language interpretation
- Guide dogs/service animals
- Advocates (assistants) for people with disabilities (*may require an additional or adjacent hotel room*)
- Gender Neutral Restrooms on each floor
- Group activities and excursions – need to be accommodating for all participants
- In-room refrigerators in hotels/convention venue/offices

USE PEOPLE FIRST LANGUAGE AND DISABILITY ETIQUETTE

Here are some ways that people with disabilities are described. This list includes “outdated language” – terms and phrases that should not be used. This list also includes respectful words that should be used to describe different disabilities. What is “okay” for some people is not “okay” for others. If you don’t know what to say, just ask how a person likes to be described.

<u>Disability</u>	<u>Out-Dated Language</u>	<u>Respectful Language</u>
Blind or Visually Impairment	Dumb, Invalid	Blind/Visually Impaired, Person who is blind/visually impaired
Deaf or Hearing Impairment	Invalid, Deaf-and-Dumb, Deaf-Mute	Deaf or Hard-of-hearing, Person who is deaf or hard of hearing
Speech/Communication Disability	Dumb, "One who talks bad"	Person with a speech / communication disability
Learning Disability	Retarded, Slow, Brain-Damaged, "Special ed"	Learning disability, Cognitive disability, Person with a learning or cognitive disability
Mental Health Disability	Hyper-sensitive, Psycho, Crazy, Insane, Wacko, Nuts	Person with a psychiatric disability, Person with a mental health disability
Mobility/Physical Disability	Handicapped, Physically Challenged, "Special," Deformed, Cripple, Gimp, Spastic, Spaz, Wheelchair-bound, Lamé	Wheelchair user, Physically disabled, Person with a mobility or physical disability
Emotional Disability	Emotionally disturbed	Emotionally disabled, Person with an emotional disability
Cognitive Disability	Retard, Mentally retarded, "Special ed"	Cognitively/Developmentally disabled, Person with a cognitive/developmental disability
Short Stature, Little Person	Dwarf, Midget	Someone of short stature, Little Person
Health Conditions	Victim, Someone "stricken with" a disability (i.e. "someone stricken with cancer" or "an AIDS victim")	Survivor, Someone "living with" a specific disability (i.e. "someone living with cancer or AIDS")

This document was co-written by the National Youth Leadership Network (NYLN) and Kids As Self Advocates (KASA).

Additional Resources:

<http://nda.ie/Publications/Attitudes/Appropriate-Terms-to-Use-about-Disability/>

<https://adata.org/factsheet/ADANN-writing>

<https://www.reachcils.org/guidelines-writing-and-referring-people-disabilities/>

<https://www.cerebralpalsy.org/information/disability/etiquette>

<https://www.forbes.com/sites/andrewpulrang/2020/09/30/here-are-some-dos-and-donts-of-disability-language/?sh=7732fbb3d170>

FAITH, RELIGIOUS IDENTITY OR SECULAR WORLDVIEW

- Install a world calendar for scheduling meetings and events (*Be aware of cultural/religious observances recognized in the USA, e.g. Chinese New Year*)
- Reserve a dedicated prayer room (*male/female*) in the venue
- Kosher/Halal/Religious Meals: Do not plan menus with shellfish/pork or meat on Fridays during Lent; make note of those fasting during Ramadan or other religious/cultural observances
- Kiss, Bow or Shake Hands – be aware of etiquette for all countries/global speakers

SPEAKER SELECTION/AGENDA PLANNING

- Ensure that speakers reflect diversity – do not assemble a “Manel” (all male panel)
- Marketing, web site and social media materials should show a variety of people across all ethnicities and genders
- Ask guests what their needs are through responsive surveys that begin with “Can we accommodate you further?” Then follow with a host of questions on food, travel accessibility, venue accessibility, and more.
- Give attendees the option to call you if they need to provide more details and requirements.
- Check whether a venue’s preferred vendor list includes minority-owned businesses
- Confirm if venue operators can give their staff bias training so all types of groups have access to venues and feel welcome.

Additional Resources:

<https://eventleadershipinstitute.com/addressing-diversity-equity-and-inclusion-for-meetings-events/>

<https://eventleadershipinstitute.com/long-way-to-go-event-industry-leaders-reflect-on-diversity-opportunities-and-challenges/>

https://www8.gsb.columbia.edu/sites/default/files/files/Dean_DEI%20Checklist_FY21.pdf