

Best Practices for Planning Inclusive Events

Scheduling

- Avoid scheduling events during religious holidays and festivals.

Planning

- Take the time to ensure diversity of gender, race, ethnicity, and other identities when planning panels or speaker series. This often means:
 - Looking for speakers beyond your personal network.
 - Providing the necessary support for panelist participation for in-person events.
 - Compensating community members for participation.
- Allow participants to request accommodations either through the registration form or with a contact email on promotional material. Use the following language:
 - The University of Rochester is committed to providing inclusive experiences and equal access to programs, services, and meetings. If you anticipate needing any type of communication access (ASL interpreting or real-time captioning) or other accommodations, please contact xxxxx@urmc.rochester.edu. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.
- ASL interpreters can be requested by completing this [form](#). Real-time captioning can be requested [here](#).

Promotional Material

- If material includes images of people, they should reflect diversity in gender, age, race, and ethnicity.
- If material includes images of professionals, ensure they are not stereotyped e.g. nurses are women.
- Flyers distributed electronically, should be screen-reader compatible. Images such as JPGs, are not. PDFs can be made accessible using [these instructions](#).
- Include text-only version of flyer in body of emails.
- If using images on social media, include alt text for low vision users.
- Post the event on the [UR](#) and/or [URMC](#) Calendars – a good alternative to generating flyers.

Other Considerations

- If collecting gender, be inclusive:
Gender (choose all that apply)
 - Man
 - Woman
 - Trans
 - Non-Binary
 - Please list my gender this way _____
- If presentation includes video clips, closed captioning should be available.

If you have any questions or suggestions, please contact john_cullen@urmc.rochester.edu CTSI Director of Diversity and Inclusion