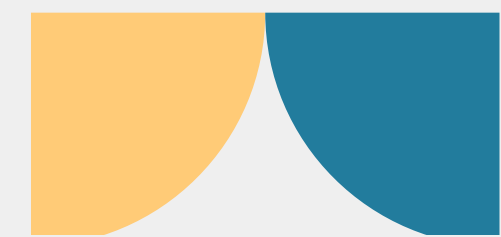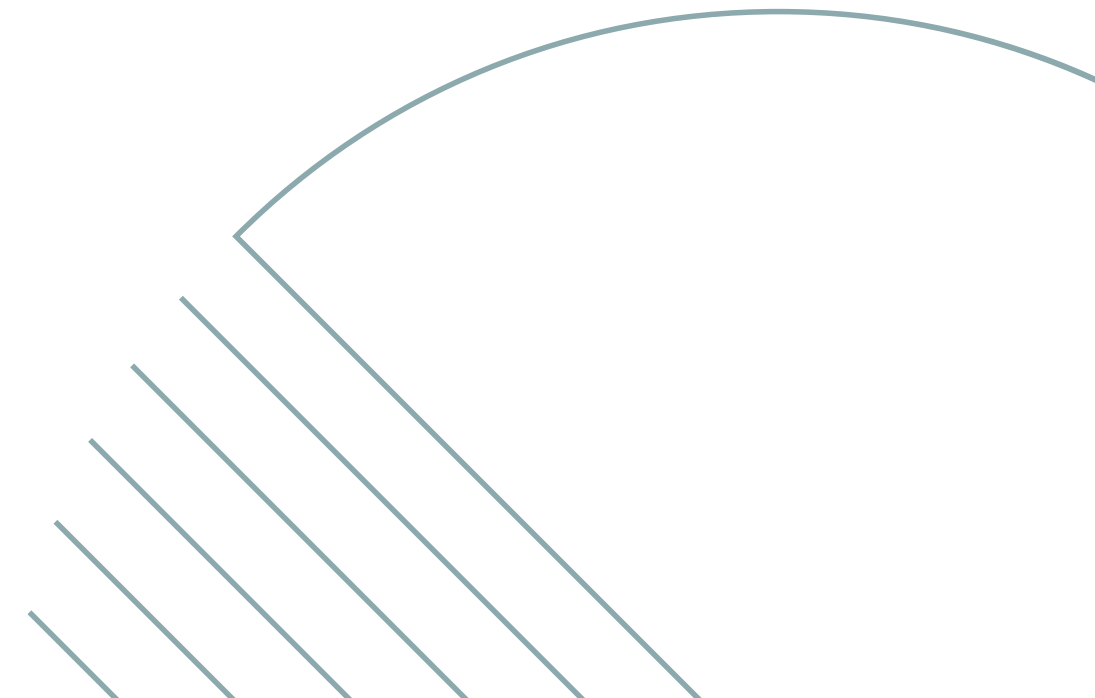# CREATING INCLUSIVE & EQUITABLE SPACES

PRE EVENT

- Be sure that you choose a venue that is accessible. Visit the venue in advance so you can address any barriers to accessibility in the planning stages

- ·When choosing a physical venue, look for a venue with single–person and gender inclusive bathrooms

- Is there accessible parking and transportation?

- ·Consider the community members who might attend: Who might need specific invitations? Who might not otherwise hear about the event or who else might not feel wanted without an invitation?

- This list is not exhaustive, what other factors do you need to consider in the planning phase?

COMMUNICATION ABOUT THE EVENT

·Communicate that the event is committed to embracing inclusive practices.

·Present a warm and open call for accommodation requests and needs. Always reply to these requests, even when you can't accommodate. When requests aren't possible, offer a reasonable alternative.

·Make pre-event attendee communications (post-registration) inclusive, clear, and comprehensive.

·Communicate that taking breaks and stepping away as needed is encouraged and respected.

Include a detailed agenda with all locations and room capacities.

COMMUNICATION ABOUT THE EVENT

·Include venue maps (preferably denoting wayfinding and exits).

·Indicate locations of quiet spaces, help, and information desks.

·Share event branding, signage, visual shortcuts, etc.

·Share name and contact information for any pre-event questions or concerns. Reassure attendees that staff and volunteers have been briefed on the additional needs of attendees.
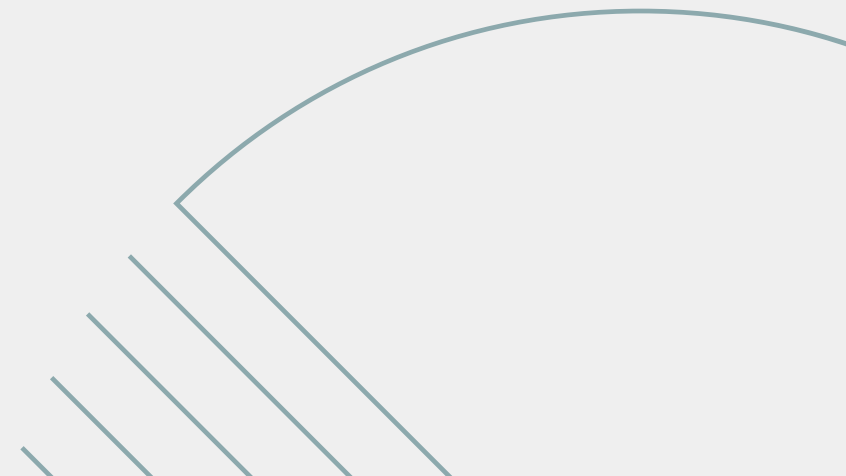
DURING EVENT

- Ensure someone is on hand to help orient and guide attendees as they arrive.
- Let attendees know they're free to be themselves, no judgment etc.
- Provide a printed venue map with clearly-marked locations, an event agenda, and instructions about where to go with questions or support information in event materials.
- If there are conversations amongst participants, use conversation cards and/or pre-seed topics to lessen the cognitive load of networking and social interaction.
- Provide transcripts sessions when possible, during and following the session.
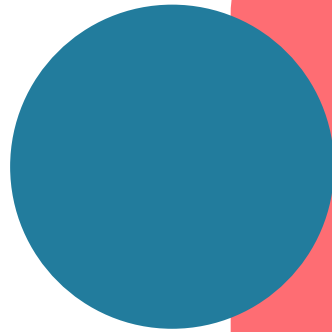- Keep text-based content short and legible.
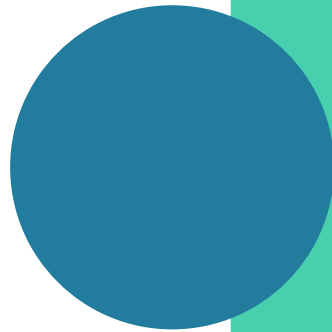
USE DYSLEXIA-FRIENDLY TEXT

- 1.5 is recommended line spacing
- Sans serif fonts such as Arial and Comic Sans, are recommended as letters can appear less crowded. Alternatives include Verdana, Tahoma, Century Gothic, Trebuchet, Calibri, and Open Sans.
- Font size should be a 12-14 point.
- Ensure that any text strongly contrasts against the background.
- Where possible, share on-demand content before, during, and after the event.

POST EVENT

Ask attendees for inclusion-specific feedback and invite suggestions and ideas for improvement.

Have an inclusion-specific debrief session.

THANK YOU

This is just a guide to get people thinking about creating inclusive and equitable spaces. Please continue to add to this as you learn more.

SOURCES & RESOURES

- Planning Accessible Events: https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf
- Accessible Events Checklist & Resources: https://vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx
- An Event Professionals Guide to Neuro-inclusive Events: https://www.theneuproject.com/download