

EDI Checklist for Events: Ensuring Inclusivity and Accessibility

1. Pre-Event Planning

- Set up a team to define clear EDI Goals.
- Define specific objectives to enhance inclusivity and accessibility.
- Have a budget in place for the event.

[Events Checklist: in-person and online events](#)

2. Venue Selection

- Physical accessibility.
- Wheelchair access, ramps, and elevators.
- Accessible seating arrangements.
- Restrooms equipped for people with disabilities.
- Public transport and parking.
- Proximity to public transport.
- Reserved accessible parking spots.
- Well-being spaces.
- Travel and Carer's grants.

3. Communication and Registration

- Accessible information.
- Provide event details in plain language and multiple formats (e.g., large print, braille, audio).
- Include accessibility features prominently in promotional materials.
- Inclusive registration forms.
- Allow participants to specify pronouns, dietary needs, and accessibility requirements.
- Use open-ended questions to accommodate diverse needs.
- Provide contact options.
- Ensure there is a dedicated point of contact for accessibility inquiries.

4. Programme Design

- Session diversity.
- Offer a variety of formats (e.g., panels, workshops, discussions).
- Feature diverse speakers across gender, ethnicity, and expertise to foster inclusivity
- Include breaks between sessions.
- Ensure to avoid scheduling events during religious or cultural holidays.
- Accessible materials.
- Use high-contrast slides and large fonts for presentations.

5. Catering and Dietary Needs

- Ask for menu preference from participants.

- Clearly label all food items.
- Cultural Sensitivity.
- Avoid culturally inappropriate foods and respect fasting participants.

6. Event Delivery

- Accessible presentations.
- Incorporate the use microphones and ensure all speakers face the audience.
- Offer live captioning or sign language interpretation.
- Inclusive language.
- Use gender-neutral and culturally sensitive language.
- Safety and comfort by asking participants if they would like to be included in videos and photos.
- Establish a code of conduct and provide avenues for reporting concerns such as a complaint form.

7. Feedback and Evaluation

- Collect diverse feedback from participants.
- Use anonymous feedback forms to gather insights on inclusivity and accessibility.
- Address concerns raised and shared improvements with participants.
- Measure success.
- Have a debrief session to evaluate the event against initial EDI goals.