Events Checklist: in-person and online events

In-Person Event	Yes/no
Before the event	
Event scheduling	
Did you schedule the event to be held in core hours to facilitate the participation of all the attendees? **Note:** This does not apply to full day events such as conferences	
Did you consider key religious dates/festivals, when scheduling the event?	
Did you schedule the networking sessions of the events throughout the day instead of the end to enhance the networking chances of all your attendees?	
Are the panels for the event as inclusive as possible? Are women and people from different ethnicities invited to speak at the event?	
Did you send a pre-event survey and encourage attendees to declare any specific adjustments associated with specific needs/requests they might have (i.e., learning or physician disabilities, caring needs)?	
Did you send clear, up-to-date instruction to attendees well in advance on how to access the venue? Have you highlighted to the participants that they can have accessible format of any documents you send them?	
Did you ask the attendees for any dietary requirements?	
Accessibility	
Did you check the accessibility of the venue booked?	
Has the venue step-free access from the pavement to the main room?	
Is the signage (to rooms, lifts, toilets) clear, visible and appropriate?	
If multiple rooms are used, did you consider the distance and how long it will take people with mobility impairment and disabled attendees to travel between locations?	
Has the venue enough space for participants with wheelchairs?	
Has the venue accessible toilets for attendees with physical disabilities? Is there at least one gender neutral bathroom?	
Sustainability	
Did you use digital promotion for the event?	
Did you print only those materials that are absolutely necessary, and other materials are made accessible electronically?	
If you used giveaways, did you choose branded eco-friendly promotional products that could be reused or recycled?	
Did you implement on-line access to the event and enable presenters to present virtually if they are unable to attend in person?	
Did you encourage sustainable transport to the event (e.g., walking, cycling, public transport)?	
If gifts, prizes etc. are planned is there a sustainable option?	
Have you made an effort to reduce waste associated with the event (e.g., signage and agenda etc)?	
Did you promote sustainable food and plant-based options? Was the food that you provided vegetarian, vegan?	
Did you use reusable material to serve food?	
Is catering provided by a local enterprise using environmental criteria?	
Did you use environmentally friendly options for name badges?	

During the event	
Did you clearly mark recycling or waste disposal areas making it easy for attendees to identify the designated areas on your venue?	
Did the event facilitators consider the diversity of the people who asked questions? Have they encouraged women and BAME attendees to ask questions?	
Did you encourage the use of the gender-neutral language when relevant?	
Did you provide the choice for attendees to choose badges with 'Mx' titles?	
Technology	
Did you record the session so you can facilitate the attendees that cannot attend (e.g., people with caring responsibilities and disabilities)?	
When you used videos, did you make subtitles available?	
When you created PowerPoint slides did you use accessible fonts, with dark text on a light background?	
After the event	
Did you ask the attendees for event evaluation and feedback?	
Was the waste removed from venue and sorted out to be disposed of and/or recycled?	
Was the leftover from the event organised and stored to be reused (lanyards, badge holders, signage)?	
Did you ask the presenters if they wish to share their presentation and any relevant material with attendees?	
Did you make the recording available to attendees that cannot attend?	

Online Event	Yes/No
Before the event	
Before you decide to set the time for an international event, have you considered the different time zone and the locations of the attendees?	
Did you send clear, up-to-date instruction to attendees well in advance on how to access the online platform for the event? Have you highlighted to the participants that they can have accessible format of any documents you send them?	
Did you send a pre-event survey actively encouraging attendees to disclose any accessibility requirements that you can facilitate?	
Did you ensure that the platform for the online event is suitable for the cause and can accommodate the accessibility requirements of the attendees?	
During the event	
Did you provide short breaks during the event?	
Did you designate a moderator to keep the event schedule, introduce the speakers and manage the Q&A?	
Did the moderator present the event etiquette rules at start?	
Did you use breakout sessions for smaller groups of people to share their thoughts? Did you organise Q&A sessions?	
After the event	
Did you contact attendees to request feedback after the online event ended?	
Did you share the presentation with any relevant information with the attendees?	
If yes, did you amend the material to make it more accessible (provide transcript to videos, used textual description, checked the accuracy of the automatic subtitles used)?	