MEDIA for ALL

ENGAGE, EMPOWER, INCLUDE
A GUIDE TO HOSTING INCLUSIVE EVENTS AND MEETINGS

WE ARE *the changers*

PRE-EVENT PREP

1. Accessible Communication

- **Provide materials in multiple formats.**
  Offer event materials in Braille, large print, and digital formats to meet various needs. *Example: Share agendas in accessible formats in advance.*
- **Use clear, gender-neutral language.**
  Avoid jargon and ensure all communication is inclusive. *Example: Replace "guys" with "everyone" or "team."*

3. Cultural & Dietary Sensitivity

- **Avoid scheduling conflicts:**
  Check for cultural/religious observances when selecting a date. *Example: Use community calendars to avoid significant holidays.*
- **Accommodate dietary restrictions:**
  Provide diverse food options such as vegan, gluten-free, and halal. *Example: Clearly label food to indicate ingredients and dietary compatibility.*

2. Venue & Virtual Accessibility

- **Ensure venue accessibility**
  Choose locations with ramps, elevators, and accessible seating. For virtual events, include closed captioning. *Example: Confirm the venue and platform accommodate disabilities.*

4. Participant Engagement

- **Survey for specific needs:**
  Ask participants about any accessibility or dietary needs in advance. *Example: Include questions in registration forms.*
- **Provide a clear agenda:**
  Share the event's agenda and expectations early. *Example: Email a detailed schedule prior to the event.*

DURING EVENT

1. Inclusive Communication
- Ensure all voices are heard by encouraging participation from all.
- Be mindful of speaking pace & clarity, particularly in diverse groups.
- Offer alternative ways to contribute.

2. Supportive Environment
- Create a welcoming space with clear signage & guidance.
- Offer quiet space for those needing a break from sensory overload.

3. Active Respect & Engagement
- Foster a culture of respect and inclusion, emphasizing active listening
- Encourage the sharing of different perspectives and experiences
- Address any disruptive or exclusionary behaviours promptly

POST EVENT

1. Feedback and Improvement
- Solicit feedback from participants regarding inclusivity of the event
- Ask for suggestions on how to improve future events

2. Clear Communication
- Ensure follow-up communication is clear & accessible
- Share key takeaways, decisions made & next steps

3. Recognition & Acknowledgment
- Acknowledge contributions of all participants

GENERAL CONSIDERATIONS
- Provide inclusivity training, including insights from those with lived experience.
- Regularly update practices based on evolving needs and best practices.