

MPI Potomac is an inclusive community of meeting professionals who embrace learning, collaboration, and your development.

Accessibility

- Accommodate participants mobility needs, especially if the event requires participants to walk any distance or use stairs or escalators
- Inclusive signage and parking/transportation to and from venue, event, different meeting rooms
- If there are folks with mobility aids like wheelchairs or scooters, , make sure adequate space is allocated to navigate the room, and that the stage is equipped with a ramp
- Offer a quiet space/nursing parent/prayer room
- Plan your meeting to align with attendee demographics
- Offer gender-neutral bathrooms
- Provide different types of seating / furniture to match delegates' needs / preferences
- Provide chairs without arms
- Provide tables. Make sure wheelchairs/scooters can roll under tables
- Provide sufficient space for wheelchairs/scooters within audience seating
- Provide chairs even when you expect participants to be standing, for those who want to sit

F&B Inclusivity

- Provide for attendees with food/beverage restrictions and serving restrictions (non-comprehensive examples, Kosher/Halal meals, vegan meals, or meals after sunset/before sunrise during Ramadan)
- Food preferences – make sure there is at least one exciting vegan entrée or entire vegetarian meal comparable in presentation and quality to other entrées
- Consider build your own stations so folks can customize their meals
- Share event menus in advance
- Provide good non-alcoholic options

Registration

Be sure to ask:

- Do you require sign language interpretation?
- Do you require a service animal? What do they need?
- Do you require a mobility assistant? What do they need? Do not charge registration for a mobility assistant
- Ensure to ask about dietary allergies and restrictions
- Have a process within the registration system for participants, speakers, and vendors/exhibitors to **request additional accommodations.**
- Communicate a deadline for making requests (identify barriers that cannot be eliminated)
- At registration, make it opt-out to select gender pronouns for your nametag – this is not just a gender issue, it is cultural as well. Including pronouns can help people of different cultures correctly address people they are addressing.
- Share your code of conduct at registration/on your app/in your program to set the tone for your event
- Make sure your organization has a comprehensive sexual harassment policy that is easily

- accessible and outlines concrete steps that can be taken by attendees if they feel threatened
- Develop and share an anti-human-trafficking policy for your organization and make it available

Marketing

- Design web pages/materials to be fully accessible; audit your web materials for accessibility, including color accessibility, readability, accessible language, etc.
- Include image descriptions
- Are fonts/words large enough for everyone to read? Are pages/materials compatible with reading devices?
- Check that all materials are accessible and compatible with the range of hardware and software used by persons with disabilities.
- Add diverse images to the social media campaigns, marketing materials, etc. keeping in mind what will create a sense of belonging/equity.

Programing

Consider these points when scheduling your event:

- Add a land acknowledgement to the beginning of your event.
- Be mindful of not using venues that are controversial or offensive to your attendees
- Consider supplier/vendor diversity – look for equity in your partnerships
- Ensure the speakers and/or moderator represent a broad variety of gender, race, LGBTQ+ status, national origin, ability, veteran status, geography, etc.
- Find expert perspective on topic/content beyond your own circles
- Consider attendees religious and other obligations (be mindful and check for conflicts with holidays, holy days, and local school schedules). Start on Monday and end on Thursday to support family life balance
- Ask speakers to identify their pronouns in their introductions/and on the screen (when virtual)
- Eliminate titles or use gender neutral titles. Inform speakers of design and delivery practices that enhance inclusive presentations
- Allow anonymous questions
- Are your entertainment options appropriate, is there any chance they could be considered offensive to anyone? Could they be considered appropriation?
- Caption videos
- Ask all your speakers to verbally describe themselves/their appearance for blind attendees
- Consider your neurodivergent attendees.

AND FINALLY

If your event is not diverse, equitable and/or inclusive, please give a one sentence explanation why not. Please keep in mind that in order for this to be authentic and not feel performative is to make sure implementation of a DE&I strategy is linked to a strategy, and not just a checklist.

For MPI Potomac events, if you are not hitting these guidelines, please check the with the DE&I team for recommendations or see database (in the works) for options for diverse panelists and moderators.

Updated March 2023

Note: This checklist is meant to address the baseline for DE&I - the topical issues. This is not meant to be comprehensive or all-encompassing. This checklist can be modified to suit your organization/budget/ability.