



MPI Potomac DE&I Event Checklist and Guidelines

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

Location/Set-Up

- Consider mobility, (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 in wheelchairs, make sure adequate space is allocated for someone in a wheelchair to navigate the room, and if the speaker is in a wheelchair, the stage is equipped with a ramp.
- Consider offering a quiet space/nursing parent/prayer room

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
- Provide chairs even when you expect participants to be standing for those who want to sit

F&B

- Consider food restrictions and serving restrictions (e.g., Kosher 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.
- Consider build your own stations so folks can customize their meals
- Share event menus in advance where possible

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, after the person has entered their name, include a space for them to add their pronoun which will be displayed on the name tag (or even registration list). (A pronoun is a word that substitutes for a noun; in this case a word that substitutes for your name. Some examples: he, she, they). Provide option to opt in or out.
- Share your code of conduct at registration/on your app/in your program to set the tone for your event

Marketing

- Design web pages/materials to be fully accessible; audit your web materials for accessibility
- Do you have 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.
- Consider adding diverse images to the social media campaigns, marketing materials, etc.

Programming

Consider these points when scheduling your event:

- Consider adding a land acknowledgement to the beginning of your event
- If there is a choice, consider supplier/vendor diversity
- 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?
- If possible, caption videos

AND FINALLY

- If your event is not diverse, equitable and/or inclusive, it would be suggested to have a meeting to discuss this further with your leadership team and consider hiring a DE&I consultant for further assessment and support.

Thank you for taking the step to learn and implement DE&I in your meetings and events.

If you are an expert, a newcomer, or simply curious consider getting involved in an MPI Potomac Chapter Committee, together we can learn, grow and make a positive impact on our industry.

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.