

CREATING INCLUSIVE PRESENTATIONS

INTRODUCTION

Welcome! We are thrilled to have you as a speaker. At MPI Northern California Chapter, we are deeply committed to fostering an environment rooted in diversity, equity, inclusivity, and belonging (DEIB). This guide is designed to help you align your presentation with our values, ensuring an inclusive and respectful experience for all attendees.

Your insights are valuable, and by adhering to these guidelines, you will help us create a space where everyone feels seen, heard, and respected. Thank you for partnering with us in this important endeavor.

I. CORE PRINCIPLES OF DEIB FOR SPEAKERS

- **Understanding Our Audience:** Our employees come from a wide range of backgrounds, experiences, and identities. We value diversity in all aspects.
- **Respect and Empathy:** We respect and have empathy for all individuals.
- **Conscious Communication:** Help us avoid unintentional bias or exclusion with inclusive language, examples, and visuals.
- **Allyship:** Help us model allyship with inclusive behaviors and language.

II. LANGUAGE GUIDELINES: FOSTERING INCLUSIVE COMMUNICATION

The words we use have power. Choosing inclusive language helps create a welcoming atmosphere for everyone.

- **Gender-Neutral Language:** When referring to individuals or groups, choose language that welcomes all genders.
 - **Use gender-neutral pronouns for general references:**
 - "Every employee should submit their report."
 - "All employees should submit their reports."
 - "They," "the individual," "people," "attendees," "colleagues."
 - **Choose gender-neutral nouns that include everyone:**
 - "Humankind," "humanity," "ancestors," "pioneers."
 - "Police officer," "firefighter," "chairperson," "chair."
 - "Everyone," "team," "colleagues," "folks."
 - If you know someone's pronouns, use them. If you're unsure, using their name or a neutral term is a respectful choice while you confirm.

CREATING INCLUSIVE PRESENTATIONS

II. LANGUAGE GUIDELINES: FOSTERING INCLUSIVE COMMUNICATION, CONTINUED

- **Disability-Inclusive Language (Person-First Language):** We empower individuals by focusing on their unique strengths and humanity first.
 - **Use person-first phrasing:**
 - “A person with a disability,”
 - “People who are blind,”
 - “Individuals with visual impairments.”
 - **Choose empowering, non-stigmatizing descriptions:**
 - “Uses a wheelchair,”
 - “Has [condition].”
- **Race, Ethnicity, and Cultural Sensitivity:** Demonstrate respect by being specific, accurate, and mindful of diverse backgrounds.
 - **Be Specific and Respectful:** Use the most precise and respectful terms when known and relevant (e.g., “Black Americans” vs. “African Americans” if the context specifies, or “Latinx” vs. “Hispanic”). When specificity isn't possible, default to broader, inclusive terms.
 - **Choose Accessible Language:** Ensure your language is universally understood and not reliant on slang or jargon that may exclude or offend any cultural group.
 - **Respect Indigenous Peoples:** Use accurate and respectful terminology when referring to Indigenous groups, honoring their identities and history.
- **Socioeconomic Status and Background:** Create examples and scenarios that resonate broadly and reflect the varied lived experiences of our team.
 - **Focus on inclusivity by:**
 - Using examples that are relatable across a wide range of economic backgrounds
 - Keeping scenarios open, adaptable, and respectful so all attendees feel represented.
- **Age and Generational Inclusivity:** Highlight the immense value that diverse life experience brings.
 - **Celebrate All Generations:** Avoid language that perpetuates stereotypes about different age groups (e.g., dismissive use of “boomers” or “millennials”).
 - **Focus on Experience and Skills:** Highlight diverse experiences and skills across generations.

CREATING INCLUSIVE PRESENTATIONS

II. LANGUAGE GUIDELINES: FOSTERING INCLUSIVE COMMUNICATION, CONTINUED

- **LGBTQ+ Inclusivity:** Honor and respect every individual's chosen identity and relationships.
 - **Respect Identity:** Use inclusive terms and respect individuals' chosen identities.
 - **Acknowledge Diverse Families:** Recognize and respect that families and relationships come in many forms.
 - **Use Inclusive Relationship Terms:** Use "partner" instead of "husband/wife" when referring generally to someone's spouse or significant other.
- **Creating a Psychologically Safe Space:** Build trust by uplifting contributions and focusing on connection.
 - **Support safety and confidence by:**
 - Expressing appreciation for attendees' questions and engagement.
 - Keeping comments centered on ideas rather than personal attributes.
 - Allowing people to finish their thoughts to show that their perspective matters.
 - Using an open posture and warm tone to reinforce that all voices are welcome.

III. CONTENT AND EXAMPLES: BROADENING PERSPECTIVES

Your content is an opportunity to showcase the richness of our community.

- **Diverse Representation in Examples:**
 - Illustrate with a variety of people, names, and scenarios across all demographics.
 - Showcase diverse roles and achievements in your examples.
- **Inclusive Storytelling:** Share stories that feel welcoming and relatable across experiences.
 - **Strengthen inclusion by:**
 - Highlighting a range of lived experiences in your examples.
 - Choosing anecdotes that invite connection rather than creating distance.
 - Ensuring your stories allow many attendees to "see themselves" within your narrative.
- **Responsible Data Presentation:** Present data responsibly, avoiding misinterpretations that could perpetuate biases.
 - Attribute sources clearly to demonstrate credibility.
- **Humor as a Connector:** Use humor that deepens connection and celebrates shared experience.
 - **Consider humor that:**
 - Brings people together through universal moments or lightness.
 - Steers away from stereotypes or anything that might unintentionally exclude.
 - When in doubt, choose humor that feels kind and accessible to everyone.

CREATING INCLUSIVE PRESENTATIONS

IV. VISUALS AND MEDIA: REFLECTING DIVERSITY

Your visual elements are powerful tools for inclusion.

- **A. Diverse Imagery:**
 - Ensure your slides, videos, and other visuals reflect the diversity of our global society. Include people of different races, genders, ages, abilities, body types, and cultural backgrounds.
 - Show people in various roles and positions of power.
 - Embrace Authentic Representation: Ensure diversity is genuinely represented and not just a single, isolated image.
- **B. Accessibility of Visuals:**
 - Use clear, legible fonts and high-contrast colors.
 - Provide alternative text (alt-text) for images if your presentation platform allows, for attendees using screen readers.
 - Consider closed captions or transcripts for videos to support all learning styles.

V. AUDIENCE ENGAGEMENT AND Q&A

An inclusive environment shines brightest during interaction.

- **A. Facilitating Inclusive Q&A:**
 - Invite broad participation and uplift each question as a meaningful contribution.
 - **During Q&A:**
 - Encourage participation across voices and communication styles.
 - Repeat questions to ensure everyone can hear them, including remote attendees.
 - Respond with appreciation for the perspective behind each question.
- **B. Respectful Interaction:**
 - Reinforce inclusion through your engagement style.
 - Create a respectful environment by:
 - Listening attentively and allowing full contributions.
 - Welcoming different viewpoints as opportunities for shared learning.
 - Showing openness and gratitude for feedback.

CREATING INCLUSIVE PRESENTATIONS

VII. RESOURCES AND CONTACT INFORMATION

- For any questions related to DEIB, please contact elaine@urbanorganicssf.com

CONCLUSION

Thank you again for your commitment to creating an inclusive and meaningful experience for our attendees. Your thoughtful approach to these guidelines strengthens our shared goal of fostering a truly diverse, equitable, inclusive, and belonging-focused culture. We appreciate your partnership and look forward to your contribution.