LGaS event planning and hosting
Safe and inclusive participation guidelines

NOTE: We acknowledge that institutional, financial and time constraints can make event planning a challenge at times, and that organisers do this on a voluntary basis. Please treat this document as a set of guidelines rather than fixed rules, and reach out to the SIG committee for support where needed.

Initial planning:
- Will the event involve a diverse range of speakers (e.g. in terms of career levels, racio-ethnic backgrounds and gender identities)? This is particularly important for the core team (e.g. planning and plenary speakers). If your event relates to any marginalised community/ies, do they have active involvement? For example, does an event about language, gender and disability include team members/speakers who are disabled? However, you should also be mindful of the burden that is sometimes placed on marginalised groups, and not place undue pressure or expectation on any individual to support or participate in the event.
- Are there any issues with the date, time or location that may disproportionately affect the participation of particular groups (e.g. events in the school holidays may be difficult for parents to attend; some locations may be difficult for disabled participants to access; the event may clash with a religious festival, holiday or other conference)? Also be mindful of whether the location/institution (and other venues, e.g. for a social event) are welcoming to all participants.
- It is common practice to run an open call for papers, whilst inviting renowned plenary speakers. However, you might consider inviting relevant speakers who are less well known, or who are renowned in a cognate discipline (this is also useful for making interdisciplinary connections). You might consider explicitly targeting early career researchers for all or part of your event.
- Event organisers will always be working within institutional and structural constraints, which may limit your ability to make certain decisions and adjustments. However, you may also be able to harness the institutional resources at your disposal. For example, you might consult your university or Faculty's EDI team, to support with the planning of your event.

Registration:
- Have people been given the option to state and display their pronouns of choice, e.g. on name badges (either at the registration or arrival stage)? This *should never be compulsory* (some people may feel unable to use their pronouns safely). However, having the option to display pronouns can help to normalise pronoun checks, reduce assumptions around pronoun use[1], and ensure all participants have their preferred pronouns respected.
- If you are capturing information about titles for name badges/delegate lists, consider whether you need this information. Not including titles can be more democratic and gender inclusive. If you do capture titles, consider including an (optional!) open text box[2].
- Have participants been given the opportunity to state their access needs, e.g. room requirements, signed language interpreter and/or hearing loop?
- Catering is an important part of events. Make sure guests have the opportunity to clearly state their dietary requirements, and that these are closely observed. Be aware that requirements may relate to religious beliefs or serious health problems, and ensure all food is clearly labelled.
- It may be useful to include an open question on the registration form, e.g. 'is there anything else you would like us to know, in order to support your participation in the event?

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[1] For assistance with options for capturing pronoun choices, please see Gendered Intelligence's guidelines on 'Monitoring and Data Capture: Gender-related Options', included in this pack.
[2] Note: some third-party ticketing and registration sites may have limited options for capturing information about pronouns and titles, so try to find a system that allows for the greatest degree of flexibility.

Location, rooms and facilities:

- Are there any multi-faith rooms, or other spaces which could be used e.g. as prayer rooms?
- Are there any gender-neutral toilet facilities available at the event location? If not, have makeshift options been negotiated (consider using the toilet signs in our event planning pack)?
- Are changing facilities available to attendees on request?
- Who will greet attendees at the event location? Have frontline staff (e.g. security, reception) been briefed on how to welcome your participants, where appropriate? For example, it is advisable not to use gendered terms of address when welcoming guests[3].
- It's worth familiarising yourself with your institution's safeguarding policies and codes of conduct, and identifying any relevant contacts for escalating instances of unwanted behaviour (this may be frontline staff such as security, or a designated Safeguarding Officer).
- Is the event location accessible, for example to people who have reduced mobility or use a wheelchair? Consider providing delegates with accessible floor plans, if available.
- If requested, does the room have a hearing loop?
- BAAL has a budget for BSL interpretation, which can be included in your costings if required.
- For multi-day events, you could provide information to delegates on local accessible services, including eateries with accessible entrances/toilets, or disability-friendly rooms in hotels (see for example Blue Badge Style for help searching for accessible venues)
- For online/hybrid events, you could consider (after obtaining permission from attendees) video recording the meeting and making this available with transcriptions.
- Consider circulating the event programme to attendees in advance in an accessible format, for example using simple layouts and sans serif fonts (such as Arial or Verdana) in a minimum of 12 pt, using left-aligned text, and high contrast colour schemes.
- Will technical support be available on the day?

Hosting and chairing:

- Use gender-neutral language whenever you are addressing the delegation as a collective.
- Use your position to help *everyone* participate in discussion. For example, try not to select the same people to ask questions, and allow thinking time for those who need longer to respond.
- For hybrid events, consider how online participants can engage in discussions, for example by providing a transcription of audience questions or giving audience members a microphone.
- When chairing sessions, assume that people are acting in good faith and seek to facilitate open, constructive discussion. However, use your judgement to discern whether discussion may be heading in a hostile direction. If you feel this is happening, please enlist the help of the SIG committee, and follow the procedure below.

Procedure for addressing hostility, harassment or other unwanted behaviour:

1. Gently move discussions on if they seem to be heading in a hostile or discriminatory direction.
2. Speak privately with anyone who is not behaving appropriately, or not responding to the above.
3. If an individual is still not responding, ask them to leave the event/discussion immediately.
4. If the problem persists, contact security or your designated safeguarding contact. For online events, remove the individual from the meeting/communication.

Use your discretion to judge the scale of the issue; you may need to move past points 1/2/3 if a situation is very serious, or has escalated very quickly.

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[3] For more information, please see Gender Intelligence's guidelines for frontline staff, included in this pack.