



COMMUNITY & INCLUSION: Inclusive Event Checklist

Yale SOM is committed to fostering a diverse and inclusive community.

It is important to ensure SOM events are welcoming to all identities. Inclusive events create environments where everyone can feel safe and able to fully participate. Including a diversity of perspectives provides richer discussions and broadens external networks.

There are many ways to promote diversity and inclusion when planning events, through the selection and preparation of speakers, panelists and attendees, as well as the event marketing strategy, venue and logistics.

Please consider the following guidelines when organizing an event:

Ensure Diverse Representation:

- Start with a diverse event planning committee
- Reach beyond your own network; Cast a wide net with marketing efforts
- Include speakers with 'visible' diverse affinities (e.g., gender, race, ethnicity, national origin, age)
- Include speakers with 'invisible' diversity dimensions (e.g., sexual orientation, socioeconomic status, education, religion)
- Prepare speakers, panelists, and moderators (see best practices for panels below)

Create a Welcoming Environment:

- When and where is important (avoid religious/cultural holidays; pick accessible venue; consider remote participation)
- Include diverse suppliers on your vendors list if venue permits
- Select inclusive and welcoming messaging and images when marketing the event
- Allow for self-expression (e.g., ability for attendees to share pronouns and/or how they identify)
- Offer event accommodations (e.g., elevators, menu needs, all-gender restroom, lactation room)
- Provide a variety of networking opportunities for different personality and learning styles

Put D&I on the Agenda:

- Demonstrate commitment to Diversity & Inclusion by talking about it throughout your event

Best Practices for Student Panel Discussions:

Learn about your speakers by asking questions before confirming participation:

- How do you identify?
- What do you feel comfortable speaking about?
- What clubs do you actively engage with?

Take an active role in preparing your speakers for the experience:

- Be aware of event purpose and target audience (i.e. is it a prospective student event? admitted student? industry conference? Is there a target demographic?)
- Be prepared to answer a wide variety of questions about your academic, social, and professional experience, as well as thoughts on school culture, reputation, etc.
- Be honest and authentic while being a positive ambassador for SOM. Focus on the positives of SOM's C&I efforts while acknowledging room for opportunity; don't dwell on negatives at other schools.
- Answer questions directly. If you do not know the answer, acknowledge it. Follow up with the C&I team afterwards.