

INCLUSIVITY CHECKLIST

Make your events more inclusive by following this checklist!

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Why is this important?

Georgia Tech is a remarkably diverse campus, serving students from across the globe with a variety of cultures and identities. As Yellow Jackets, we are fortunate enough to interact with people who are different from us and learn more about them. Such exposure helps us develop our cognitive and critical thinking skills and allows us to better care for one another, creating a stronger GT community. As diverse as we may be, however, we are not always as inclusive as we might be. Many students do not feel welcome attending certain events which do not accommodate their needs.

To help make sure any of our students can have a sensational time at any event, the SGA Cultural and Diversity Affairs Committee has created this Inclusivity Checklist to help guide considerations your organization may want to make in planning events. Considering the items on this list will help you to design events with all students in mind, and hopefully help to create a more united Georgia Tech!

Food

Ensure that the food served at your event accommodates diverse needs!

- Consider allergies and dietary restrictions of participants.
 - Halal, Kosher, Jain (i.e. lacto-vegetarian and no root vegetables), or other religious restrictions
 - Non-beef, non-pork options
 - Vegetarian/vegan
 - Gluten-free, soy-free, common allergies
 - Low-sugar, low-carb options
- Keep areas separate and clean
- Use labels
- Be wary of mixed utensils being used
- Make sure to have non-alcoholic beverages at the event
- Is the food accessible from a seated position?

Content

Check your planned discussions for unintentionally alienating content!

- Avoid generalizations and sexist language
 - Pronouns: are you defaulting to “he”?
 - Use “women,” not “females” or “girls”
 - Avoid hyper-masculinity: promoting or assuming a particular standard for “manliness”
- Be aware of jokes
 - Avoid slut shaming, any joke demeaning to women/other diverse people
- Take your own privilege into account
 - Include people of all genders, races, ethnicities, religious backgrounds, social statuses, etc.
 - Consider collaborating with cultural organizations to encourage inclusivity
 - Incorporate discussions and workshops about LGBTQIA topics into your meetings and programs
 - Be prepared to challenge homophobic/ transphobic ideas and opinions during the event
- Warn participants of sensitive content
 - Include trigger warnings: e.g. rape, sexual assault, racism, self-harm, transphobia, homophobia, violence, etc.



Quotes from fellow Yellow Jackets about inclusivity in campus events

"There's not any education on why we celebrate Cinco De Mayo for the people who are just there to eat tacos."

"We have diversity but lack inclusion. Everyone doesn't feel welcome everywhere."

"I shouldn't have to wonder if I'm being carded because of my skin color."

Statistics and research support diversity in teams and orgs

- "Gender diverse companies are 15% more likely to outperform their respective national industry medians" – from McKinsey & Co. (www.mckinsey.com)
- "Researchers have documented that students' exposure to other students who are different from themselves [have] improved cognitive skills, including critical thinking and problem solving." – from The Century Foundation (tcf.org)
- "Racially diverse teams outperform non-diverse ones by 35%" – from Forbes (www.forbes.com)

Event Planning

Design your event to account for the diverse needs of attendees!

- Take into account religious considerations
 - Space for Muslim students to pray if event is most of the day
- Consider gender inclusivity and diversity
 - Arrange for gender-inclusive housing for overnight events
 - Assess the availability of gender-neutral restrooms
 - Preferred name, pronouns on name tags
 - Arrange to go through Safe Space training beforehand
 - Consider making an LGBTQIA-friendly organization the beneficiary for fundraising events or service days
 - Check if sponsors, vendors, etc. have positive stance on LGBTQIA inclusion
- Be aware of differences of ability/disability
 - Is contact information about requesting accommodations available for participants to see? (reserved seating, ASL interpreter, etc.)
 - Are you presenting information in multiple formats? If you're using Powerpoint, will you provide the presentation to attendees afterwards? Are any videos shown captioned?
 - Is there a private spot available for people to go if they are triggered or overwhelmed during the event?
 - Does the room have capacity for wheelchairs?
 - Are there multiple outlets for laptops or other electronic aids?
 - If participants are moving around campus, has transportation been arranged?
 - Have you chosen a location that is inclusive? i.e. are the entrances accessible and easy to reach? does the building have elevators and accessible gender neutral restrooms? are there accessible parking spaces near the accessible entrance?
- Consider availability of space for pumping/lactation
- If the cost of the event is prohibitive to low-income participants, are there routes for financial assistance?
- Are you taking into consideration body size and individual preferences in terms of seating options?

Feedback

- Consider inviting feedback about your event's inclusivity through a survey or town hall after the event

Contacts *These offices are here to help if you have any questions!*

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