

# Guidelines for Planning and Delivering Inclusive Events



**These guidelines provide advice on how to plan and deliver inclusive events. These guidelines are scoped for events of all sizes, from School-based seminars to conferences. Events might be one-off or part of a regular series. No matter the size or style, inclusion should be a key goal for your event.**

We encourage everyone in the UNSW Science community to use these guidelines whenever involved in event planning or delivery. Event participants might also use these guidelines to champion diversity and inclusion during an event or in feedback after an event.

There are many excellent resources on this topic. Given there are a range of resources to guide making events more inclusive, our aim is to provide general advice and link to other resources as relevant. If you have questions or comments on these guidelines, please contact the Science Equity, Diversity, and Inclusion Team ([science.edi@unsw.edu.au](mailto:science.edi@unsw.edu.au)).

We have organised these guidelines around five key questions to ask while planning and delivering an event, loosely organised as: who, what, when, where, and how?

### **Who is involved in your event?**

Consider the entire range of people involved in the event, which is a starting point for making decisions regarding the 'what, when, where, and how' of your event. This might include organisers, when, where, and how



