## Inclusive Events Checklist

### NOTES FOR ORGANISERS

Diversity and inclusion are priorities at Macquarie University. Please use this checklist to ensure you consider accessibility and inclusivity when organising your events. Also speak with your Events Team Partner, who can guide you through the process.

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<th>Event planning</th>
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### Ensure buildings and rooms are accessible

On campus, all buildings are accessible with the exception of the staff café. An accessibility map, along with information on accessible parking is available [here](#).

The [online room booking platform](#) includes information on venue accessibility and whether a hearing loop has been installed in each room. Please check with [Property](#) if you have any concerns about accessibility of your venue / room.

### Confirm diverse speakers and panel members

To do this, you may want to consider the following:

- Ensure a diverse team is organising the event and use your networks to find diverse speakers.
- Think beyond the ‘usual suspects’ in your area.
- For large conferences or event series, collect and review the data on speaker diversity – for example, consider the number of women and men attending, or the gender balance of employees in a sector. Use this data to identify any issues, develop any actions needed to improve diversity and to monitor progress.
- Ensure diverse speakers are invited to talk on the substantive topics of the event or conference – avoid tokenism or invitations to speak on behalf of an underrepresented group.

### Hold events within regular working hours

Consider the needs of those with caring responsibilities or other commitments outside of work when scheduling your event.

### Consider childcare options

If your event is attracting attendees from outside Sydney, particularly for international conferences, subject to availability, childcare can be arranged and provided. Please contact your Events Partner or contact [childrensservices@mq.edu.au](mailto:childrensservices@mq.edu.au) for support in arranging childcare for attendees.

Ask attendees if they would require childcare when they register so you know how many places need to be provided.
### Advertising and Registrations

**Ask guests if they have any accessibility or dietary requirements when they register**

Please include the following question in any invitations/registrations for an event. This should be an open-ended question (not tick box) to allow registrants to describe their requirements:

*Do you have any accessibility requirements?*

Any event registration organised through the Events Team will include this question.

Please contact the following support services to accommodate any access or dietary requirements:

- If Auslan interpreting or live captioning is required, please contact you Events Team Partner for advice, or the Deaf Society NSW.
- The [online room booking platform](#) includes information on accessibility and whether a hearing loop has been installed in each room. For support with hearing loops, please contact [Audiovisual Services](#).
- For Braille printing please contact the Macquarie University [Print Centre](#).
- All [preferred suppliers](#) for catering can provide vegetarian, vegan, halal or kosher food.
- Make guests aware of the accessibility map and information on accessible parking [here](#).
- Your Events Partner can assist you in meeting any specific needs or requirements.

### Accessible presentations and documents

Group Marketing have developed templates for presentations and documents, which comply with accessibility standards and guidelines. Please find these templates [here](#). You can also contact [Group Marketing](#) for advice.

### Reach diverse audiences

For example, please consider:

- Use inclusive signals in event advertisements and communications – for example consider the tone and use of language and the diversity of images
- Advertise using a range of media and channels
On the day

**Know the location of nearby facilities**
All buildings will have accessible bathrooms, which are often also gender-neutral. For information gender-neutral facilities please see the Workplace Diversity & Inclusion website. The location of parenting rooms on campus can be found under ‘services’ on the Macquarie campus map.

**Acknowledge and Pay Respect to Aboriginal and Torres Strait Islander People**
The Walanga Muru Welcome to Country video, spoken by local Darug community members Jacinta Tobin and Aunty Sandra Lee is available here. The Welcome to Country policy is available here. Contact Walanga Muru to discuss the type of ceremony that is appropriate for the nature and size of the planned event and coordinate a booking for Welcome to Country, Acknowledgement of Country and other Indigenous ceremonies.

**Consider safety**
If your event starts/ends after dark, please make attendees aware that they can call Security who will provide a shuttle service to car parks or Macquarie University train station if required. The accessibility map also shows routes which are lit at night.