

ENHANCE Checklist for Inclusive Communication and Events

Are you planning to do one of these activities? If yes, this check list is for you:

- when organising a local activity
- when creating documents or web forms
- when creating communication materials
- when designing a website
- as an opportunity for personal reflection

Inclusive Language in your text:

- Are you including people who do not identify as male or female? ([Get guided by the ESN Inclusive Communication Manual | Erasmus Student Network](#))
- Are you using [plain language](#)?
- Are you avoiding acronyms and abbreviations? When using abbreviations, add always an explanation that is easy to find on the same page.

Representation and active outreach

- Are you using pictures and visualisation that make sure that underrepresented groups feel addressed and represented in your communication? (*Are BIPOC* also represented?*)
*The acronym BIPOC, referring to "black, indigenous, and people of color"
- Are you aware of the groups who are underrepresented in your activity?
- Are you actively using alternative channels to reach underrepresented groups better?

Data Collection

- Are your forms inclusive for all genders (*Do not ask only for male/female Options. It discriminates non-binary*)
- Are you only asking for information you really need?
- Did you explain why you ask for any diversity-related question? (*e.g. gender. We can not improve what we do not monitor. We want to monitor the increase of underrepresented groups. That's why we must ask selected diversity-related data in our activities. Answering them is always voluntary. You can just skip the question.*)
- Can participants choose "prefer not to say" and can they skip the question about diversity-related data? (*It is important that diversity-related data is always optional*)

Online accessibility

- Written Content: Check out <https://saltoinclusion.eu/watch-it-written-content/>
- Media Content: Check out <https://saltoinclusion.eu/watch-it-media-content/>

- When using QR codes, add the web address also in written form next to the QR code.

Events & Conferences

- Are you considering participants who have accessibility issues? (*Accessible ways, elevator, clear signs, offer them the same event entrance with the rest of the participants. Do not stigmatize them!*) (helpful guide by <https://saltoinclusion.eu/planning-of-inclusive-events/>)
- Are you caring for food preferences? Are there signs next to your catering saying what the food is? (*Think of signs indicating food being halal or kosher or vegan/vegetarian food clearly*).
- Are you accommodating for people who do not identify as female or male? (*You can offer name signs for pronouns*)
- Do you have an awareness team for your event? (*All genders should be part of the awareness team*)
- Do you use a safe space concept for your event? (*ENHANCE Diversity Office can support you. diversity@enhanceuniversity.eu*)