

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?

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.*)
- ☐ 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/>

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 [University of Harvard: Inclusive Meeting Guide \(harvard.edu\)](https://www.harvard.edu/inclusive-meeting-guide))
- ☐ 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)