DEI: Plan, act & evaluate

Events

When organising events, ask yourself the questions below. This will help you to consider things you otherwise might not think of.

1. Plan
   What is the mission of the event?
   If relevant: which speakers/artists do you invite (and who do you not)?
   Is the presentation of the event inclusive? (e.g., content warnings, neutral language, English)
   Is the event accessible to people with (physical) disabilities and is the accessibility communicated?  
   What type of person is the event catered to? (audience)

2. Implement
   Who is there (which identities), and how can we accommodate them?
   Are people comfortable speaking and if not, why? (Check group size)
   Did anyone come or sit alone/does anyone look lost?
   Can everyone understand what the others are talking about?
   Who is not here (who would be normally) and why? (e.g., because it is online, the event revolves around alcohol, etc.)

3. Evaluate
   What were some hurdles that arose during the event that could have easily been avoided, had they been addressed? (e.g., language)
   Did we consider the social location of the participants - mobility issues, immuno-compromised?
   Who participated and how did they end up participating?
   Was there the possibility during the event to address it when they were not feeling safe or welcome?
   Are there more people coming to the event than normally, so are we including new groups of people?

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Made by: DEI Student Ambassadors of the Radboud University, 2020 – 2021