**Pre-conference**

* In preparing for the meetings, organizers should consider the following questions:
	+ Are there elements in a particular location or venue that may support a more or less safe and inclusive event?
	+ Are there unique opportunities to promote a safe and inclusive event?
* Prioritize a diverse group of co-organizers, speakers, and attendees, when possible; when organizing speakers or panels, give under-represented participants equitable standing with able-bodied, white men
* Make sure the event venue follows accessibility standards, including audio-visual, and has gender-neutral bathrooms
* Consider accessible transportation options for field trips or other off-site events associated with the SGA event
* Work to provide access to aid for childcare and lactation space
* Consider virtual participation for the event. Contact the event IT specialists for advice and assistance.
* Consider inclusive language and visual messaging in event communications and advertising
* In registering for an event:
	+ Require attendees to agree to the SGA Events Code of Conduct as part of official registration or commitment to participate (if no official registration is provided)
	+ Offer to include each participant’s gender pronoun as part of registration and include on official rosters and nametags
	+ Provide opportunities to identify any issues that may impede access or inclusion (e.g., mobility issues, food allergies)
	+ Provide a way for attendees to request accessibility services ahead of time

**During the conference**

* Use opening remarks to set an inclusive tone, for example, by highlighting and normalizing some of the available support
* Ensure individual(s) from the SGA Ethics Committee are readily identifiable during the event
* Post and publicize the SGA Events Code of Conduct at the event
* Establish equitable rules of engagement regarding discussion dynamics; provide multiple types of engagement opportunities (e.g., large and small group discussions, notecards for comments)
* Publicize options to create a “buddy” system or “safe groups” to transit to off site events, especially after hours.
* Enhance accessibility, which may include, but is not limited to:
	+ Provide chairs for speakers and panelists, and handrails on steps, including a stage or panelist platform
	+ Use microphones and speakers during presentations and discussions to assist with auditory accessibility
	+ Provide live/open captions of speakers to audience members
	+ Provide guidance to presenters on how to ensure their presentations maximize accessibility (e.g., slides are easily read by attendees; slides are provided ahead of time in format appropriate for various translation options)

**After the conference**

* Solicit and share feedback from meeting participants on event effectiveness regarding safe and inclusive meetings to continually improve meetings. Highlight lessons learned, recognize challenges, celebrate successes and honor everyone’s efforts.