Program Checklist

Planning
• Do you have a diverse team of speakers and moderators (a good balance of men and women, people with a disability and people with an immigrant background?)
• Have they been invited to speak about a topic other than their disability or immigrant background?
• Are there ways in which their participation can be facilitated?
  • Speakers: Give them plenty of advance notification so they can plan accordingly (freelance mothers and fathers have to arrange for a babysitter)
  • Participants: Offer discounted tickets such as Early Bird Tickets or Diversity Tickets.

On location
• Is it possible to agree to abide by a certain code of conduct?