

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?