

GUIDELINES FOR EELISA INCLUSIVE EVENTS

This document provides guidelines for organizing, promoting and conducting EELISA events. The aim is to put into practice and respect the values and objectives shared by the Alliance members: democracy, diversity, inclusion and gender equality. By implementing these guidelines, the EELISA member institutions live and stand up for their commitment, in order to enable every interested person to involve and engage in EELISA.

Please note that these guidelines stand in the interplay with the **EELISA visual identity and communication guidelines**.

Communication

- Use of inclusive language
 - Non discriminatory language regarding religion, cultural or ethnical background, political opinion, gender
 - Use of gender sensitive language¹
 - No sexist language
 - No gender-discriminatory language
 - No gender-biased language
 - For more details, please check the EIGE toolkit for reference: <https://eige.europa.eu/publications/gender-sensitive-communication/overview>
- Provide different means of contact: phone, e-mail, messenger, ...
- Inform about measures taken to facilitate the participation (e.g. special funding, translation, sign language translation, accessibility of the venue, etc)
- Layout:
 - No red/green color
 - High-contrast-design
 - Font size at least 12 point for printed materials
 - Website:
 - include alternative texts with photos and graphics (these describe what is on the photo/graphic and can be read by people with visual impairments using a screen reader)
 - individually adjustable font size

- For the design and production of dissemination/promotional materials, follow the [EELISA_2_0_VISUAL_IDENTITY_MANUAL.pdf](#) as closely as possible.
- Follow the [Communicating EELISA Guidelines](#) for the use of EELISA and EU co-funding logo as well as the promotion of the event through EELISA channels.

Organisation

- Balanced choice of speakers (where possible)
 - Equal choice of speakers regarding religion, cultural or ethnical background, political opinion, gender
 - In terms of number, position, origin, level of representation
 - In terms of university of origin, country
 - Make sure that all voices and perspectives of those affected by the topic are heard
- Depending on the topic and the target group of the event, it is important to adapt the design of the event
 - If the event is of special interest for a specific (marginalized) target group, special support should be provided (e.g. translation, special funding, hybrid events, ...)

Sustainability

- Print as less material as possible in order to reduce waste
- Provide materials before or after the event in a digital format in order to reduce waste
- Donate unused refreshments to (student) associations
- Provide designated recycle bins and recycle plastic items

Classification of events and potential actions to take.

	Access	Translation/Understanding	Address
On-site event	<ul style="list-style-type: none"> barrier-free access both of the location (public transport) and the venue (elevators, ramps, toilets) Provide seating for people who cannot stand for long periods of time 	<ul style="list-style-type: none"> Subtitles in videos (for people having troubles hearing) Offer sign language translation if possible Use of pictures/charts to simplify understanding <p>Offer induction loop for users with hearing aids if possible</p>	<ul style="list-style-type: none"> Use of inclusive language (see "communication")
Online event		<ul style="list-style-type: none"> Subtitles in videos (for people having troubles hearing) Use of pictures/charts to simplify understanding <p>Offer sign language translation if possible</p>	<ul style="list-style-type: none"> Use of inclusive language (see "communication")
Hybrid event	<ul style="list-style-type: none"> barrier-free access both of the location (public transport) and the venue (elevators, ramps, toilets) Provide seating for people who cannot stand for long periods of time 	<ul style="list-style-type: none"> Subtitles in videos (for people having troubles hearing) Use of pictures/charts to simplify understanding Offer sign language translation if possible <p>Offer induction loop for users with hearing aids if possible</p>	<ul style="list-style-type: none"> Use of inclusive language (see "communication")