Below are suggestions on how we can ensure IDBE throughout our Wagner events. For inclusive classroom practices, please review [Inclusive Curriculum Design and Assessment Practices](https://www.nyu.edu/life/global-inclusion-and-diversity/learning-and-development/toolkits/faculty-digital-inclusion/inclusive-curriculum-design.html).

**Pre-Event**

* When you’re selecting speakers for your next Wagner event, please consider:
  + What does it mean for your panel to be inclusive?
    - Does it include speakers who identify with various experiences and identities (i.e. race/ethnicity, sexual orientation and gender expression, nationality, location, age, ability, educational backgrounds, life experience, career stage)?
  + Do the speakers have various worldviews (i.e. political affiliation, religious beliefs)?
    - Speakers should also be open to engage with alternative views (refer to the [Guidelines for Wagner-Invited Speakers Invitation](https://wagner.nyu.edu/about/guidelines-speaker-invitations)).
* When marketing your event, how can you expand the diversity of the audience (i.e. include organizations who support education among underrepresented communities)?
  + Consider holding events at various times and on various days so those who are working, have responsibilities like child/elder care, etc. can attend.
  + For current student/public facing events,
    - Directly reaching out and advertising events to student affinity groups at NYU Wagner and also asking respective chairs to promote within their group members
    - Partner with an NYU or outside organization to expand the reach of your event to diverse groups of audiences.
  + For events aimed at new prospective students, consider paid promotion that reaches diverse groups of audiences.
* Is your event accessible for all (i.e. closed captioning, sign language)?
  + All events listed under [Wagner events](https://wagner.nyu.edu/events) have the following accommodations statement. Please use the below language if needed.
    - *NYU Wagner provides reasonable accommodations to people with disabilities. Requests for accommodations for events and services should be submitted at least two weeks before the date of the accommodation need. Please email* (add email) or call *212.998.7400 for assistance.*
  + For accommodation requests including American Sign Language (ASL) interpreters, please contact the [Moses Center](https://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/student-health-center/moses-center-for-students-with-disabilities.html) at [mosescsd@nyu.edu](mailto:mosescsd@nyu.edu). For live captioning also known as CART (Communication Access Realtime Translation), reach out to [Ai Media](https://www.ai-media.tv/), which was selected as a vendor to provide captioning services for the NYU community.
  + Are the presentation materials (i.e. powerpoint, Google slides) presented in colors that are colorblind friendly (i.e. charts, graphics)?
    - Refer to [NYU Accessible Online Events Resource Guide](https://www.nyu.edu/life/information-technology/help-and-service-status/accessibility/how-to-guides/online-events.html).

**Event**

* Have you considered how you will introduce your speakers?
  + Consider asking them their preferred names, name pronunciation, and [pronouns](https://www.nyu.edu/life/global-inclusion-and-diversity/learning-and-development/toolkits/pronouns.html).
* How can you incorporate IDBE questions based on the panel topics and speakers?
  + For example, OCS suggests the below questions:
    - How does your organization approach equity, diversity, and inclusion? What are the most pressing challenges in the field that you see in regards to IDBE?
    - What are the most salient Diversity, Belonging, and Equity (IDBE) issues that you see from where you sit? How does your organization/agency address diversity and representation?
  + Another example, specifically for International Development event, OCS proposed the below question:
    - As the field of international development has transitioned over the last decade towards more local hiring and training, how has your organization responded to this shift? What does this mean for students who want to work in or with countries that they are not from?
* How will you enhance/increase inclusive engagement and participation at virtual events?
  + Consider breakout rooms, polls, and chat function such as:
    - [Poll Everywhere](https://www.nyu.edu/life/information-technology/instructional-technology-support/classroom-and-learning-spaces/polling-poll-everywhere.html) (polling)
    - [Padlet](https://padlet.com/) and [Jamboard](https://jamboard.google.com/) (note-taking)
* When in-person events are back and food is being served, ensure there's a vegan/vegetarian and upon request, kosher option(s).

**Post Event**

* Have you thought about ways to thank your speakers and participants?
* Are you including resources that participants can receive during or after the event (i.e. powerpoint slides, handouts, website references)?
  + Review [Accessibility Best Practices](https://www.nyu.edu/life/information-technology/help-and-service-status/accessibility/remote-work.html#presentations) before sharing resources.
* Have you thought about how to gauge or collect feedback about the event?
* Have you periodically reviewed the demographics of your past speakers? This helps balance when planning future events to identify if you may be unconsciously skewing towards a particular demographic group.