

How can I make my events accessible and inclusive?



Consider the number of alcohol-focused events you are putting on in each semester and try to host some regular activities which cater to those who don't drink.



Consider the cost of any activities or events you are putting on. Some students may not be able to afford national trips which involve a high fee.



Consider your language – try to use gender-neutral language in any marketing materials & communications. Be mindful of using jargon or colloquialisms, as they may be unfamiliar to international students.



Consider the timing of your events – some students, such as postgraduate and mature students, may have commitments at different times to undergraduates.



For talks and speaker events, consider **displaying signs with content/trigger warnings**.



If the event is online, **consider enabling closed captioning and transcripts**.



Consider hosting **events for certain groups**, such as women/womxn only events, or events for postgraduate or international students



Collaborate with other groups, and share inclusive practices.



Ensure that the **venue space is accessible** – e.g., accessible bathrooms & entrances, wheelchair access etc.



Consider lighting & sound – e.g., avoid bright, flashing lights. Consider if there are quiet spaces/areas where attendees can go, should they wish to.



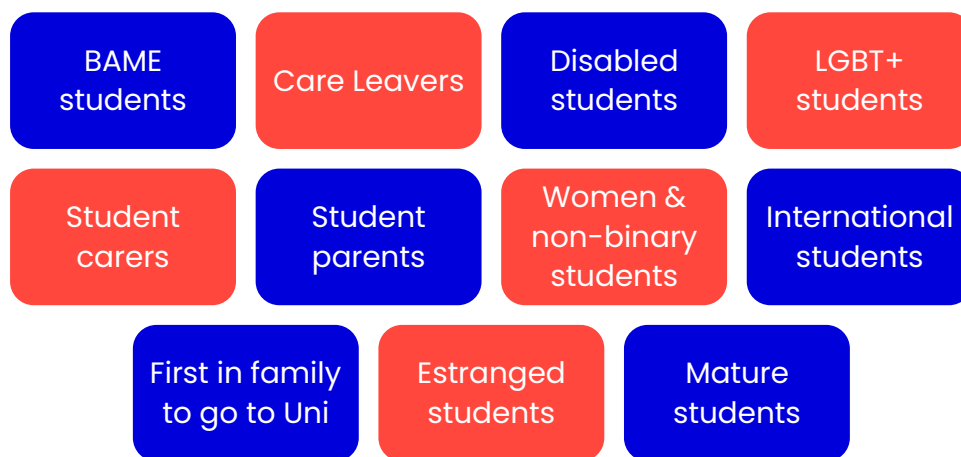
Think about the text you use when advertising your events – e.g., use bold to highlight key points, use contrasting colours, add ALT text to images etc.

Considering ED&I when Planning Events

As well as all other parts of event planning, it is really important that you think about how you can make your events accessible and inclusive. In doing so, you will help to broaden the reach of your society, address barriers to participation and make your events feel welcoming to all.

Underrepresented Groups

These are examples of particular groups of students you may like to think about when planning events as a committee. These students may face barriers when participating in university life, and there are many steps you can take to ensure that you consider and include everyone, regardless of race, religion, disability, gender, sexuality etc.



Key Terms

EDI/ED&I	Equality, diversity & inclusion/inclusivity.
Underrepresented	Underrepresented groups refer to communities or individuals who have limited representation and voice in society.
ALT text	Alternative text is descriptive text which conveys the meaning and context of a visual item in a digital setting.
BAME/B&ME/POC	Black, Asian & Minority Ethnic. Some individuals prefer the term Person of Colour (POC) or Ethnic Minority.
Estranged student	Students studying without the support of a family network.
Gender-neutral language	Language that avoids reference towards a particular sex or gender.
Trigger warning	This usually takes the form of a sentence or a few words to caution readers about the content which will follow.
Closed captioning (CC)	Another term for subtitles, but CC also capture background noises, soundtracks etc.
Barriers to participation	Refers to obstacles & difficulties which can affect a person's ability to participate in events or activities.

What else can I do?

1. Complete [Be the Change](#): this is a university-wide initiative that aims to tackle all forms of harassment on campus. All student leaders are encouraged to complete these two modules so you can be positive role models and create a welcoming group for your members.
2. Sign up for [The Inclusivity Award](#): if you would like to show a sustained commitment to inclusivity as a committee, consider applying for the Inclusivity Award, which is open to ALL student leaders.



What if I want to know more?

There are lots of online resources which you may find useful to look at:

- [Podcast: First in my family \(universitiesuk.ac.uk\)](#)
- [Black student experiences at Bath](#)
- [Equality, Diversity and Inclusion \(bath.ac.uk\)](#)
- [Inclusive language \(bath.ac.uk\)](#)
- [Being an Equality Ally \(bath.ac.uk\)](#)
- [Unconscious Bias \(bath.ac.uk\)](#)
- [Diversity & Inclusion \(thesubath.com\)](#)
- [Protected Groups \(bath.ac.uk\)](#)

If you would like any further guidance or support with making your events accessible and inclusive, please do get in touch!



SU Community Officer: sucommunity@bath.ac.uk

SU Voice: su-liberation@bath.ac.uk