



Tips for creating more inclusive CHARM-EU events

What are *Access and Participation* related questions?

Part of designing a programme or event is essential to constantly consider and learn about human diversity, embrace it as a potential, and celebrate its rich dimensions rather than considering it a burden. Simple solutions are the key, such as learning about your audience, actively listening to each other, and trying to understand and be aware of different life situations, backgrounds, and access needs. (Fazekas, 2017)

What can you do?

Including a few questions about *access and participation* helps to create a welcoming, respectful environment and ensure everyone's access requirements are met when preparing and delivering the event. If unsure about something, you should confirm with the relevant participants how they would like a particular need met. These question examples should be adapted based on the objectives of your event, activity, its length, and the target audience, and considering different access requirements and organisational rules.

Question examples:

What is your pronoun? (Voluntary question)

Description: What pronoun do you want to be referred to by the organisation team & participants? Your answer will give us information to address each other in the most respectful, inclusive way possible.

- She/Her
- He/Him
- They/Their
- Other

Do you have any access & participation needs that you want to share with us so we can help you feel included during the event? (Voluntary question)

Description: Your answer will give us information to cater for your needs to the greatest extent possible in the environment. CHARM-EU is committed to ensuring everyone's access, inclusion, and support structures as early as possible.

- Yes
- No

You can specify your access and participation needs for the event here. (Voluntary question)

Description: Your answer will give us information to cater for our needs to the greatest extent possible in the environment. Please, indicate only the needs **connected to the event** (i.e., I need step-free access to the venue, inclusive language, multiple access to information, etc.) CHARM-EU is committed to ensuring everyone's access, inclusion, and support structures as early as possible.



Do you have any comments? (Voluntary question)

Description: Are there any other comments or anything we need to know to support your access and participation during the event? We would be delighted to hear from you to improve your CHARM-EU experience regarding access and inclusion.

Do you have any questions?

Please feel free to share any questions and comments with the CHARM-EU WP6 Inclusiveness Team. We would be delighted to hear from you and help you improve the CHARM-EU experience regarding access and inclusion. You are welcome to contact us at charmeuwp6@elte.hu.

References:

Fazekas, Á.S. (2017). *Training manual "Inclusion Culture – Promoting Leadership in Intercultural Understanding within Mixed-ability Groups"* Training Manual, Strasbourg, France, Council of Europe. Retrieved from: <https://rm.coe.int/enil-esn-inclusion-culture-study-session-training-manual-2017/16807879ef>