



NORDIC EQUALITY CHECKLIST

Remember to practice what you preach. From the accessibility of the location to diversity of your speakers – it's important to consider both the small and big details when planning your next event on Nordic Equality. Below are some suggestions to help you on your way:

- If an event merely talks about the importance of diversity and equality, it won't have a long-term impact. Successful events require people who can share specific experiences, or unite people with a specific set of actionable goals. The more specific and focused an event is, the better it will be!
- When preparing your invitee list, consider which voices are missing from the event. Give yourself ample time to find ways to include them!
- Take [The Pledge](#) against male-only panels. There are no excuses – it's 2018, folks!
- Promote your event in different ways to ensure that you are reaching different audiences
- Consider the timing of the event – avoid early morning and late evening time slots
- Ensure that there is good accessibility to the event and within the event location itself
- Think about who will be in the audience – will you need translators? Extra assistance for people with disabilities?
- Choose a time which is most appropriate for your target group. For example, people with children may have a harder time coming to evening events
- Encourage internal and external feedback on the event to learn about any shortcomings and how to improve for the next time. It's easy to forget to do this!
- If your event is hosted in another country, be respectful of the local culture

STARTING CONVERSATIONS
#thenordics