American Planning Association Pennsylvania Chapter
Making Great Communities Happen

PLAN4Health
An American Planning Association Project

Event Planning Inclusion Checklist

Healthy Communities in PA

1-866-499-7054, conference code 735 289 0020
Information Sharing and Orientation calls – Typically the fourth Tuesday of each month at 2 PM
Steering Committee calls – Typically the second Thursday of each month at 10 AM
https://planningpa.org/advocacy/healthy-communities-in-pa/

This checklist will help you to institutionalize healthy, sustainable, and inclusive conferences, meetings, and public hearings. Through this checklist conferences, meetings, and public hearings will be referred to as "event," though we understand each type of event may have its own constraints or issues. It may not be possible to complete all of these goals, but completing as many of these elements as possible, and being aware of those which you weren't able to achieve will help you toward your goal of more healthy, sustainable, and inclusive events.

Venue

- ☐ Making **transit, biking, and walking** the easy and preferred ways to get to the event. Provide the nearest public transit routes/stops and bike parking locations in the directions to the event and in the confirmation email to event attendees.
- ☐ Looking for **sustainable venue features** like clean energy use, a proactive recycling program, LEED certification, green roof, active design, etc. You can ask venues if they have programs in these topics or start by searching for venues through sources such as the U.S. Green Building Council https://www.usgbc.org/projects or Energy Star https://www.energystar.gov/buildings.
- ☐ Making sure the location is comfortable for **seniors and people with disabilities** (actively looking for potential ADA accessibility challenges at the site, making the web site accessible, etc.)
- ☐ **Gender-neutral bathrooms** are available.
- ☐ Providing options or outside suggestions for attendees who need **childcare resources**. For example, can local organizers or the venue recommend a local daycare that takes visiting students? Is there a lactation room or a suitable space that could be designated as one? PA Department of Health and Human Services' Child Care Provider database is also good link to share with venues and attendees to help make it easier to find local child care https://www.compass.state.pa.us/Compass.Web/ProviderSearch/Home#/BasicSearch.
- ☐ Trying to find a venue and/or caterer that pay all service staff a **living wage** and offer benefits. Consider the Restaurant Opportunities Center's Diners Guide for potential locations at http://rocunited.org/diners-guide/ or for those in Philadelphia, the Food Policy Advisory Council has resources at https://phillyfpac.org/subcommittees/good-food-procurement/.

Refreshments

- ☐ Providing a **healthy menu** that emphasizes plant-based, minimally processed, local, and/or sustainably grown foods. For those in Philadelphia, the Food Policy Advisory Council has resources at https://phillyfpac.org/subcommittees/good-food-procurement/.
- ☐ Looking for venues with **low-pollution water** available through hydration stations or getting water coolers and telling people to bring reusable water bottles or giving them out.
- ☐ Reduce waste by using **re-useable** dishes, cutlery, glasses, and napkins instead of disposable.
- ☐ Find a local shelter that will accept **leftover food donations**.
- ☐ Partner with a **composting facility** to accept compostable waste from events.

Programing

- ☐ Having **diverse speakers** (age, gender, racial, ethnic, political orientation, sexual orientation, immigration status, physical ability, etc.), including featured and keynote speakers – sometimes that's just thinking differently about which presentations you highlight in the program or who speaks in which time slot.
- ☐ Making sure the conference registration friendly for a variety of **gender orientations** (don't require a title (Ms/Mr/Dr etc) on the registration form and if that field is on the form, include Mx.)
- ☐ Having an **outreach strategy** to encourage comprehensive inclusion of groups that are underrepresented in the specialty having the conference. This includes both attendees and speakers/presenters.
- ☐ **Training session facilitators** on implicit bias and anti-oppressive techniques:
    - LGBTQ+-friendly (Don't assume a person's pronouns, encourage speakers to welcome participants with gender neutral terms, introduce with preferred pronouns).
    - Paying attention to intersecting oppressions in deciding who to call on and when to reign in discussion (particularly not letting men and/or white people dominate discussion or speak for more than their fair share of time).
    - Avoiding implicitly perpetuating stereotypes about the strengths, weaknesses, or characteristics of different demographics.
    - Avoiding overtly stereotypical descriptions or images (i.e., parents with strollers need curb ramps instead of moms with strollers).
    - Being prepared with interventions if a participant engages in oppressive behavior.

Physical Activity

- ☐ Add a "**movement break**" for people to get up, stretch, and move around between sessions. Consider playing music and leading people in a stretch session. A video routine from Get Fit Philly is available at http://phillypowered.org/mover/philly-movement-break/.
- ☐ Encourage people to **take the stairs** between sessions by adding signs near the elevators and on stairwells. See StairWELL Toolkit for Employers at http://foodfitphilly.org/wp-content/uploads/2016/12/GHP_StairWELL_Toolkit_FINAL.pdf

Advertising

- ☐ Having an **outreach strategy** to encourage comprehensive inclusion of groups that are underrepresented in the specialty having the conference. This includes both attendees and speakers/presenters.
- ☐ Offer **translations** and advertise your event in languages that are relevant and/or present in the topic area. Be prepared to respond to requests for translation if you are unable to provide them in advance.