APPENDIX: KEY CONCEPTS

Developing an Event Planning Committee

	Learning goals and objectives for the event have been developed and clearly communicated.
	The event planning committee has appropriate representation from relevant communities and ensures all committee member perspectives are valued.

Appropriately Leveraging Partnerships

	The event planning committee has considered any potential community partnerships or collaborations relevant to the event.
	Forms of recognition/appreciation for any community partners for the event have been considered.

Selecting Diverse and Thoughtful Speakers

	Considerations such as lived experience, intersectionality and avoiding bias/tokenism have been used to identify event speakers.
	Event speakers are aligned with event objectives and consider aspects such as cultural safety and evidence-based diverse knowledges in presenting their content, as applicable.
	Event speakers have been supported with appropriate compensation and accommodations as needed.

Accessibility and Disability Inclusion

	The event registration and promotion processes consider and incorporate accessibility and accommodation needs.
	Wellness and accessibility supports are considered and offered where possible at the event, including digital supports for online/hybrid events.
	In-person events consider accessibility of the physical space and incorporate supports and signage as needed.

Event Facilitation

	Event facilitator(s) has been identified and are aware of their roles and responsibilities in advance of the event.
	Ground rules for engagement and protocols for disruptions have been considered and implemented, as applicable.

Cultivating Cultural Safety and Awareness

	Cultural safety practices relevant to the event topic and the participants have been considered and incorporated into the event (e.g., development of meaningful land acknowledgement).

Event Logistics

	Timing of the event considers the topic/tone of the event in broader contexts and includes consideration of religious/cultural holidays and attendees' schedules.
	Dietary restrictions and hospitality supports are taken into consideration at the event, as applicable.
	The event is promoted in advance to intended audiences leveraging community relationships and a variety of platforms.

Post-Event

	Post-event feedback is collected in a transparent and safe manner to understand event strengths and areas for improvement.
	A post-event debrief is held for the event planning committee and other key participants to share personal feedback on the event and the overall event planning process.