ECN 10th Annual Workshop
Creating LGBTQIA-Inclusive Events

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Language Primer
Sex, Gender, & Sexual Orientation

- Gender Identity
- Gender Expression
- Sexual Orientation
- Sex Assigned at Birth
Cisgender

• Describes people whose gender identity is congruent with their sex assigned at birth.

• Cisgender women are assigned female at birth, and identify as women.

• Cisgender men are assigned male at birth, and identify as men.
Transgender

- Describes people whose gender identity is not congruent with the sex they were assigned at birth.

- *Trans* and *Transgender* are umbrella terms. There are many gender identities that fall underneath these terms.

- Transgender women are assigned male at birth, and identify as women. Transgender men are assigned female at birth, and identify as men.
Non Binary Identities

• A term to describe a gender identity that is outside of binary gender identities (man/trans man and woman/trans woman) in some way.

• People identifying as non-binary may experience a fluidity between genders or a partial connection to a gender or multiple genders.

• Non-binary people often - but not always – use the pronouns they/them/their.
Event Marketing

- **Sponsors and Vendors**
  - Ensure the values of your event sponsors and vendors align with the values you want to promote.
  - Don’t hold events in cities, states, or countries that have a bad track record with LGBTQIA human rights and safety.

- **Representation in Marketing Images**
  - Include same-sex couples, gender non-conforming people, and other visible representations of LGBTQIA identities in posters, flyers, social media posts, and other print and digital collateral.
  - Ensure speakers’ names and pronouns are correct in event descriptions.
Invitations

- Avoid gendered honorifics unless you can be sure.

- Mx. is the gender-neutral honorific equivalent to Mr., Mrs., Miss, Ms.

- Use the invitee’s chosen name if it differs from their legal name.
Online and On-Site Registration

Registration Forms/RSVPs

- If you have to collect legal names on registration, allow attendees to also indicate a chosen name.

- Put chosen names on name tags, place markers/table tents, in event programs, and other print materials.

- Be aware that some people may have ID that doesn’t match their chosen name or current appearance. Train check-in staff to handle cases like these with sensitivity.
Online and On-Site Registration

- Ask for pronouns like this:

  Pronouns (for example, do you go by he/him/his, she/her/hers, they/them/their or other pronouns?) __________________

OR

What pronouns do you go by? Check all that apply:
- He/him/his
- She/her/hers
- They/them/their
- Other (Please specify): ________
Online and On-Site Registration

- Include programs on name tags. Options include:
  - Print name labels with pronouns underneath if you collected that information during the online registration process.
  - Ask attendees to write their pronouns underneath their name or purchase name tags like these:
Name Tags

For name tags that will be worn on lanyards, purchase pronoun ribbons. Visit pronounribbons.org for information.
Event Space and Program

• Know which other groups will be using the event space at the same time as you and prepare accordingly.

• Where possible, only use event spaces that have gender-inclusive restrooms.

• If the building does not have gender-inclusive restrooms, create signs to post over the existing bathroom signs to make the space gender-inclusive for the duration of the event.
Sample language for bathroom sign:

**Gender-Inclusive Restroom**

This bathroom is for people of all genders. Men’s and women’s restrooms are located next to the elevator on the second floor.
Event Program and Remarks

- Indicate speaker/honoree pronouns on the event program like this:
  
  **Keynote Speaker**
  Harry Potter (he/him/his)

- Replace gendered salutations such as *Ladies and Gentlemen* with *Honored guests; Distinguished guests; Good evening, Georgia Tech alumni;* or *Welcome, everyone.*

- Replace gendered and heteronormative terms like *wife, husband, boyfriend, girlfriend,* etc. with *partner* or *significant other.*

- Prepare event hosts by informing them verbally or in writing of which name and pronouns guests use.

- Avoid spaces or activities that divide the group by gender.