

Best Practices for LGBTQ+ Inclusive Meetings *

- **Inclusive Training and Registration.** Train staff to understand the fluidity of gender, remove gendered language from greetings, and assist guests whose presentation might not match their ID.
- **Use of Pronouns.** Include pronoun identification as part of the event registration process and show pronouns on name badges or offer as stickers at the registration desk. Update your forms to include “Other” as a third gender option, and gender-neutral honorifics (such as Mx). According to a recent J. Walter Thompson study, 54 percent of Millennials and Gen Z people know someone who uses a pronoun other than “he” or “she.”
- **Acknowledge non-binary attendees’ needs.** Allow guests to choose the restroom of their actual gender identity and create at least one gender- neutral restroom in the event space. This could mean re-branding multi-stall or single stall restrooms as gender neutral.
- **Showing inclusion.** Promote events as LGBTQ-Welcoming and incorporate LGBTQ+ stories, images, and examples into presentations or workshops being held.
- **Fix misinterpretations and mistakes with ease.** Don’t belabor a mistake. If you misgender someone or use the wrong pronoun, just apologize and ask how to correct the error.
- **Focus on respect.** If you have a question about whether something is right or wrong, make sure to ask in a respectful way. It’s okay to ask! If you’re not sure, ask the individual. In fact, ask how you can be more respectful.
- **Foster diversity in your organization.** While these are focused on the experience of LGBTQ+ people, we also need to realize that through intersectionality, inclusive practices are more than just focused on gender and sexual orientation. We should also be consulting with communities of color and people with disabilities community in making our spaces inclusive to all.

*** This list was compiled by Hearts Across the Heartland with insight from Lori Tenny of the Equality Institute and Bill Kolber of HospitableMe.**