The Student Association for Graduates in English supports events that are safe, accessible, and welcoming to the entire cohort. Organizing and participating in our events comes with the assumption that you will contribute to an environment of mutual respect. We do not tolerate discrimination based on ethnicity, gender, sexual orientation, religious affiliation, age, ability, or any other aspect of human diversity, and we reserve the right to withdraw support from events that exclude or threaten groups or individuals.

In the hopes of hosting increasingly accessible events, SAGE has compiled the following list of tips for event-organizing, largely adapted from the UNC's Accessibility Resource and Service Centre. While we certainly encourage the adoption of all the following strategies, we do acknowledge that limited campus funding and resources may preclude groups from implementing this list in its entirety.

- Advertising
    - Promote your event well in advance in order to allow attendees to arrange for transportation and any support they may require (translators, child care, etc.)
    - Advertise your events on various platforms and in multiple formats (posters, websites, e-mail)
    - Indicate the duration of the event on all promotional materials. If you are committed to a fully accessible event, include accessibility symbols as well
    - Programs and schedules should be alternately provided in a simple, large font format, especially if the official document is heavily image-based and/or colorful. Include image descriptions on online documents, conventionally in square brackets [image of x].
- Invitations and registration
    - When inviting or accepting speakers, provide the opportunity for people to identify their accommodation needs, as well as their dietary preferences
    - Indicate your commitment to addressing reasonable accommodations clearly in your communications
    - Follow up with people who request accommodations in a timely manner to confirm whether these accommodations can and will be provided
- Venue
    - Post clear, legible directions to the event venue on promotional materials, including accessible paths from the street to the venue
    - Ensure that accessible transportation can be used to reach the venue. Reserve nearby parking spaces if possible
    - Try to host your event in a venue with enough circulation space (including movement for wheelchairs), good lighting, and an accessible, visible stage or podium
    - Ensure that everyone can independently reach all areas used during the event, such as the registration desk, podium, buffet table, etc., or else coordinate volunteers to assist with navigation of the space
    - Ensure that the event venue is smoke-free and as scent-free as possible
    - Offer seat reservations for people who are hard of hearing
    - Ensure that there are washrooms (and preferably a gender-neutral washroom) in the building as close to the venue as possible. Indicate how to find them.
    - Prop open heavy, non-automatic doors at times when people are expected to be moving in and out of the venue
    - If serving alcohol, ensure that non-alcoholic beverages are also offered. If hosting an event at Concordia, ensure that you follow Concordia's Policy on the Sale and Service of Alcohol on University Premises and regulations from the Régis des alcools, des cours, et des jeux, including requesting an alcohol permit and having certified servers on-site.

- o   Ensure that organizers and volunteers are aware of emergency evacuation procedures and prepared to lead others in case of an emergency.
- Technology
    - o   If the venue is large or has poor acoustics, provide a microphone so presenters are audible without having to shout
    - o   Request PowerPoints, videos, and other media in advance of the event so an organizer can manage the technical aspects instead of asking participants to manage their own multimedia
    - o   Tape down wires to prevent anyone from tripping or from catching wheels or walkers
    - o   Ensure that projector screens are easily visible to everyone in the venue
- Readings and Presentations
    - o   Emphasise that readers and presenters should keep to their allotted time limit. Stick to the schedule as much as possible to account for people who have little flexibility in transit, childcare, or various other arrangements. Hold up time cards if need be.
    - o   Arrange for sign-language interpreters or note takers if these services have been requested (notes could, for instance, be taken on a public Google Doc).
    - o   If unable to afford an interpreter, ensure that you are able to provide print copies of readings and presentations
    - o   Ensure that lectern height and microphone volumes are adjustable
    - o   Presenters are encouraged to describe the visual contents of any overheads for attendees with vision impairment, especially if this service has been requested
    - o   Videos should be captioned
    - o   Minimize background noise when readers or presenters are speaking
    - o   Allow for breaks no shorter than 15 minutes between reading sets or conference panels
    - o   For conferences, encourage panel chairs to keep diversity in mind when moderating audience questions
- Misc.
    - o   Ensure that organizers and volunteers are identified (name tags help)
    - o   Invite evaluations on the accessibility of your event after it happens to know where future improvements can be made