Recommendations for planning, organising and hosting AEC events with a DEI perspective

ANNEX 1
Notice for moderators of sessions and speakers

- *Be mindful of timing so that all presenters have sufficient opportunity to contribute to the conversation.*

- *Check in with your audience periodically to ensure everyone is comfortable with the pace, language, and volume.*

- *Pause before speaking to give people time to read your slides. Encourage and assist presenters in using visuals that are clear and easy to read — including projected presentations (PowerPoint, Prezi) and printed materials.*

- *Describe all images, photographs, or visuals aloud using accessible, inclusive language. Provide an advance warning if flashing images or lights will appear.*

- *Ask participants to introduce themselves by name when speaking during meetings or events.*

- *Consider introducing yourself with your personal pronouns to help normalise pronoun sharing and create a safer environment for trans and nonbinary attendees.*

- *Repeat audience questions and comments to improve accessibility for participants who are deaf or hard of hearing and for those with diverse learning needs.*

- *Ensure that slides use accessible design, including readable fonts, sufficient contrast, and colour choices that support participants with dyslexia or other reading/learning differences.*

- *Speak clearly and at a moderate pace, recognising that not everyone is a native English speaker.*

- *Proactively invite contributions from those who may feel less confident or less visible due to gender, race, age, disability, or other factors, to ensure all voices are welcomed and heard.*