

Inclusion Meter

Are you planning an inclusive event?

Would you like to organise an event where everyone is made to feel welcome? Do you want to make sure that every participant feels genuinely welcome to participate and contribute their input, and feels equally valued?

SALTO Inclusion & Diversity and JINT vzw have developed a tool to help you achieve this. The Inclusion Meter identifies all sorts of barriers and thresholds, and inspires you to overcome them.



Inclusion Meter Instructions

You can complete either the entire test, or choose a specific section.

Would you like to identify all the barriers you could encounter when organising an event? Complete the entire Inclusion Meter.

Are you looking only for specific tips, such as tips to help you prepare for an event? Or would you like to thoroughly explore a specific topic, such as communication?

In that case, complete only the section that is of interest to you.

Navigate by phase or topic

Phase

Every event is made up out of three phases: preparation, implementation and rounding off.

Did you select 'preparation'? You will only receive tips concerning the preparatory phase of your event. The tips are categorised according to a topic in every phase.



-  **Preparation**
-  **Implementation**
-  **Rounding off**

Topic

Did you select 'programme'? You will only receive tips about the programme for your event. We categorise the tips for each topic by phase: preparation, implementation, rounding off.

Programme

The programme is given shape in consultation with the target audience. It is tailored to the participants' learning needs.

-  Preparation
-  Implementation
-  Rounding off

Logistics

The venue, catering and transportation are accessible and attractive for all participants.

-  Preparation
-  Implementation


Support

Before the event, the organisers ask the participants after their needs.

-  Preparation



A safer space

Participants feel safe in order to genuinely participate.

-  Implementation

Communication

Communication is easily accessible and attractive for potential participants

-  Implementation
-  Rounding off

Trial version

This is the trial version of the Inclusion Meter. What are we asking you to do?

Look at the Inclusion Meter with a critical eye, based on your own professional experience and target audience. Write your comments and suggestions in the document. Return the document, including your comments, to inclusion@salto-youth.net.

What will we do with your suggestions?

We will spend 2024 gathering suggestions. After that, we will incorporate them into a final version of the Inclusion Meter.

Event Name

Event Date

The tips do not all produce the same effect



This tip is absolutely necessary to guarantee inclusiveness



This tip eliminates barriers

Only 'yes' or 'no' is not enough

The purpose of the test is to make you think. That's why we decided against using a checklist where you can quickly tick off the answers. Select one of the following answers for each tip:

- I will fully apply this tip
- I will apply this tip only partially
- I will not apply this tip at all
- Not applicable
- Not possible

Preparation Programme

Time and date



Take the calendar for religious holidays observed by your participants into consideration. This includes any days spent travelling to and from the event.

Tips & Tricks

Check the dates in your own country and with the partners involved in your project. Take into account the participants' cultural backgrounds.

Check the calendar of official public holidays in your participants' country/countries. This includes any days spent travelling to and from the event.

| | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Target audience engagement



You make sure your event reflects the learning needs of your target audience and what they want to experience.

Your target audience is actively involved in preparing for the event. They can contribute their ideas about objectives, topics, etc.


| | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|




Selecting facilitators



| | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  You spread the call for facilitators as broadly as possible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| You select the facilitators according to a clear and transparent procedure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The facilitators have appropriate expertise and experience. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The facilitators are representative of society. They are diverse in terms of for example gender, religion and cultural background. Look beyond the groups in your own environment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rather than looking for facilitators to speak 'about' your topic, look for people with hands-on experience. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

A learning environment





| | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  You endorse the principles of non-formal learning. Participants learn by doing (simulations, role playing, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| You ensure that all methods, approaches and activities are accessible for all participants. A variety of methods can be used to achieve this: cognitive, visual, physically intensive, non-verbal, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your chosen method takes cultural differences into account, such as maintaining physical distance between people. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The group process can be discussed during the activity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The size of the group is tailored to your target audience. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Logistics

Location of the event and overnight accommodations



| | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  Every location is accessible by public transport. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Every location has parking facilities for persons with disabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The toilets and showers at every location are gender-neutral and accessible to all participants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Every location is accessible for all participants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  The route leading from one location to another is accessible to all participants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The route leading from public transport hubs to the location(s) is accessible to all participants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The venue also has on-site accommodation for participants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Support



Participants with limited financial resources are eligible for a discount or a payment plan.



Tips & Tricks

There is a discount or a payment plan for participants, tailored to their financial means.

Does a participant have a question for you before the event? Contact the participant and make their question concrete.



Discuss the following questions with the participants beforehand



Do you want a summary of the sessions?



Do you want additional audio or video material?



Do you want an interpreter for international sign language or another language? Do you want speech to text subtitles?



Tips & Tricks

Book interpreters one year in advance. Make sure you have a cancellation option.

Do you have any dietary restrictions? Do you have allergies?



Do you need a personal assistant? Will you bring along your own personal assistant?



Do you need adapted transport to and from the event?



Do you have any wishes concerning overnight accommodations? Is sharing a bedroom ok (e.g. a double room or mixed-gender dormitory)?



Do you have any questions not on this list?



Do you have any additional needs in terms of religious or cultural practices?



Implementation Programme

Time and date



You take time constraints into consideration when drafting the event schedule. For example to make sure that participants have enough time to get to the venue by public transport.

You plan enough breaks to allow for medical care, lactation, or religious rituals.

Diversity



The speakers in your programme are representative of social diversity.

Tips & Tricks

Look beyond your own reference framework.

The speakers represent the event's target audience: 'nothing about us without us'.

Logistics

Location of the event and overnight accommodations



Assistance dogs are permitted throughout the venue.

The toilets and showers are gender-neutral and accessible to all participants.

Tips & Tricks

Are there no gender-neutral toilets? If this is the case, use icons.

Participants can choose between same-sex or mixed-gender dormitories. They can adjust their choices during the event.

Transportation



Are there any participants that need help getting to the nearest public transportation hub? Arrange for assistance.

There is adapted transportation for any participants requesting this.

Catering



Are there any participants with dietary restrictions based on their religion (kosher, halal)? Make sure their needs are met.

There is a diverse offering of food, taking into account dietary restrictions and allergies.

Tips & Tricks

Take allergies, intolerances, and sensitivity to specific textures or odours into account.



A safer space

Polite interaction

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| | | | | | | |
|---|--|---|---|---|---|---|
| ☆ | There are clear agreements concerning respectful behaviour between organisers and participants. | ■ | ■ | ■ | ■ | ■ |
| | There are clear agreements concerning communication between organisers and participants in a group setting. | ■ | ■ | ■ | ■ | ■ |
| 📄 | Every organiser or participant decides individually whether or not they want to be addressed with a specific gender pronoun. | ■ | ■ | ■ | ■ | ■ |
| | Organisers and participants make agreements, in mutual consultation, about what constitutes polite interaction. | ■ | ■ | ■ | ■ | ■ |

Quiet room

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|---|---|---|---|---|---|---|
| ☆ | There are clear agreements about the quiet room. | ■ | ■ | ■ | ■ | ■ |
| 📄 | There is a quiet room for participants to take a little time for themselves, and for reflection and prayer. | ■ | ■ | ■ | ■ | ■ |

Confidential adviser

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|---|--|---|---|---|---|---|
| 📄 | Participants know who to talk to confidentially. They can speak to this person during the event. | ■ | ■ | ■ | ■ | ■ |
|---|--|---|---|---|---|---|

Communication

Digital communication

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|---|--|---|---|---|---|---|
| ☆ | Use 'alt-text' for all images. <i>Tips & Tricks</i> <i>'Alt-text' describes the subject of the image. A computer programme reads the text aloud.</i> | ■ | ■ | ■ | ■ | ■ |
| | Make sure screen readers can translate your text. <i>Tips & Tricks</i> <i>A screen reader translates a page in words, without layout. Blind people or people with a visual impairment can listen to this text, or use a Braille device to read it.</i> | ■ | ■ | ■ | ■ | ■ |
| | You tell participants who will provide them with support. | ■ | ■ | ■ | ■ | ■ |

Inclusive language

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|---|---|---|---|---|---|---|
| ☆ | You use gender-neutral language. | ■ | ■ | ■ | ■ | ■ |
| | You use plain language and avoid jargon. | ■ | ■ | ■ | ■ | ■ |
| | You take social injustice into consideration in your communication about the event. <i>Tips & Tricks</i> <i>Double check the communication materials to make sure you use language that is free from micro-aggressions and unintentional expressions of bias or discrimination.</i> | ■ | ■ | ■ | ■ | ■ |
| | You use respectful language. | ■ | ■ | ■ | ■ | ■ |



Layout



- You use a clearly legible and big font.
Tips & Tricks
Sans-serif fonts are easier to read, such as Arial, Helvetica, Verdana and Calibri.
- You use clearly contrasting colours.
Tips & Tricks
Do you want to check if there is enough contrast between your colours? You can use this tool: <https://colourcontrast.cc>
- You use only universal symbols in your communication, if possible.

Diversity



- All groups in society can identify with your communication style.
- You inform participants about the possibilities for support in advance.
- You provide instructions about how to reach the event venue(s) by public transportation in due time.
- Participants can select their gender identity on the registration form.
- Participants can declare a personal gender pronoun.
Tips & Tricks
Have participants wear a name badge stating their personal gender pronoun.

Privacy





- You comply with the GDPR privacy regulations.
- You inform participants of your privacy policy.
- You ask participants for their explicit consent before making any videos or taking any photographs.




Rounding off Programme

Evaluation

| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|---|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  You give participants the opportunity to evaluate the event anonymously. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| You give participants the possibility to complete an evaluation form. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  You use different evaluation methods during the activity, together with all participants. <i>Tips & Tricks</i> <i>Active reviewing is a method used for evaluating activities in retrospect, in which all participants are asked to share and reflect on their experiences.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| You invite each participant for a personal evaluation meeting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Communication

Spreading information about the activity

| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|---|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  Will you be sharing information with the participants after the event? If so, you take into account the needs of all participants. <i>Tips & Tricks</i> <i>Here are some questions to keep in mind: Do all participants have access to social media?; Do they expect to receive an extensive report, or is a brief video sufficient?</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

