



# Diversity, Equity & Inclusion Ensuring an Inclusive Event

## Thank you for your support of MSTAFF200!

Many team members have already worked to ensure that the event will be welcoming and fun for as many people as possible. This document is intended to let you know about these initiatives, and provide some customer service tips.

**Resources:** If you receive an inclusion request that you are not comfortable handling, please contact Jane Vincent at 510-734-9286 or [jbvincen@umich.edu](mailto:jbvincen@umich.edu).

**Alternative materials formats.** Several folders have been set up to house alternative versions of handouts, display descriptions, etc. These are:

- Google Drive: <http://tinyurl.com/mstaffdocs>
- Box: <http://tinyurl.com/MStaffBox>
- Dropbox: <http://tinyurl.com/MStaffDropbox>

**Giveaways:** Each giveaway station has one braille label to give out with a box. An accessible version of the calendar is in the folders listed above. An accessible version of the book is expected later this year.

**Food accommodations:** Information about ingredients that people may want to avoid (gluten, alcohol, etc.) will be listed on signs at the Food area. Meals specifically assembled and boxed to avoid ingredient cross-contamination will be available on request from the center of the Food area. No accommodations have been made related to the paid food stalls.

**Wheelchair:** Wheelchairs will be available at the Headquarters/Volunteer Check-in tent. Please reserve a chair by contacting Jane.

**Restrooms/Lactation Rooms:** A list of single stall restrooms (which can accommodate gender, disability, and family needs) and lactation rooms for nursing mothers will be available in the binder at Information booths. Free feminine hygiene products will be available at select locations.

**CART Transcription:** A real-time text transcription will be provided as part of the presentation by President Schlissel and other U-M VIPs from 11:40-12:05 PM. To date, we have not received requests for any other events to be transcribed.

## Etiquette Tips:

- Listen to the inclusion request and try to tailor your response to what you hear as each individual's needs.
- Feel free to offer help to anyone who seems to need it, and be prepared to take "no" for an answer (unless there is an emergency situation). Some requests may be very easy; others may be more involved, such as a blind individual asking for help to navigate booths.
- Show respect: refrain from unnecessary touching, personal questions, etc. Be sensitive to individuals' behavior; for example, if someone doesn't make eye contact, don't force it.
- Relax! People will generally appreciate any honest attempt to provide assistance.