



CHECKLIST

<p>Barriers to attending and participating</p> <ul style="list-style-type: none"> • Venues are physically accessible and accessible by public transport • Gender neutral toilets are available • It is clearly stated whether children are able to attend the event and actions are taken to enable people with caring responsibilities to fully participate • Meetings aren't always in the evenings • There is a welcome steward and name badges for participants • Reasonable adjustments are anticipated • There are no communication barriers for people attending. Everyone can understand and contribute to discussion 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Beyond the basics-conferences</p> <ul style="list-style-type: none"> • Staff and volunteers have received safeguarding and equality awareness training • The event has a welfare and inclusion officer • Additional services are available such as a crèche and quiet room • The event programme has adequate breaks and a diverse speaker list • Information is available in alternative formats such as braille or on CD • Dietary requirements are considered • It is clearly stated that abusive language will not be tolerated 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

EQUAL REPRESENTATION COALITION

<ul style="list-style-type: none"> • Consideration has been made about the accessibility and facilities in the area around the venue including: street clutter, transport, and accommodation • There is financial assistance to help pay for accommodation and transport • People are free not to participate if they don't want to 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Participating remotely</p> <ul style="list-style-type: none"> • Members are able to participate in meetings via digital methods such as skype or social media • Events are filmed and shared • People are able to vote via post or by proxy 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Campaigning activities</p> <ul style="list-style-type: none"> • A variety of campaigning activities are available • People are offered tasks which match their skills and experience • Volunteer job descriptions/role briefs are available to members 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Challenging presenteeism</p> <ul style="list-style-type: none"> • Presenteeism and a long-hours culture is challenged. Breaks are encouraged • All roles are equally valued 	<input type="checkbox"/> <input type="checkbox"/>
<p>Recruiting new members</p> <ul style="list-style-type: none"> • Action is taken to recruit more LGBTI, ethnic minority, disabled people and women to the party • Outreach activities are held at diverse range of events and locations 	<input type="checkbox"/> <input type="checkbox"/>