CENTRAL QUESTIONS REGARDING AWARENESS

for attendance-based events

An awareness concept can be used to plan and organize events in a way that is as sensitive to discrimination as possible. The following questions are intended to support the organization team in planning the event.

DISCLAIMER: The purpose of this questionnaire is not to answer and implement all questions perfectly. The ideas presented here are instead to be used as guidelines in planning an event while keeping the goal of the event as well as the invited target groups in mind.

It is always possible to give more than one answer to a given question.

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GENERAL INFORMATION ABOUT THE EVENT

Name of the event:

_____

_____

Date and time of the event:

_____

Location of the event:

_____

Target groups of the event:

_____

_____

Planned number of attendees:

_____

Goals of the event:

_____

_____

_____

_____

INVITATION AND REGISTRATION

An invitation with detailed information on the event can help prevent guests feeling insecure about aspects of the event up front. Requiring a registration where attendees can answer questions regarding their needs is helpful for the organizing team to be able to expect and plan for possible challenges with the creation of the event and the inclusion of all attendees.

1. Do all attendees register prior to the event?
   - o Yes
   - o No (skip to question 3)

2. Should the needs and other information about attendees be asked for at registration?
   - o Yes
     - o Accessibility of the event space
       - o Ramp / stairs-free access
       - o Tables / chairs adjustable for height
       - o Seating at the front of the room
       - o Sign language interpreter
       - o Attendance from the entrance
       - o Other
     - o Need for translation service
     - o Pronouns
     - o Need for childcare service
     - o (Partial) assumption of travel expenses / participation fees
     - o Other:
   - o No

3. When and how are guests invited to the event?

   _____

   _____

4. Is there information on the awareness concept / awareness team available prior to the event?
   - o Yes, in _____

o No, not until

_____

5. If photos are taken at the event, how are the participants informed about this and how is their consent obtained?

_____

_____

6. Does the invitation contain (barrier-free) directions to the event?
   o Yes
   o No

Notes: _____

7. Are only internal or also external persons invited to the event? How is this communicated to the participants?
   o Only internal guests
   o Internal and external guests

Notes: _____

_____

DATE AND TIME OF THE EVENT

Date and time of the event should be available for the whole of the targeted group, which is why they should be taken into consideration during the planning of the event.

8. Does the date fall on a (religious) holiday or a special day of the week for a particular group?
   o Yes
   o No
   o Other: _____

Note: You can compare your planned date with an interreligious calendar here:
https://www.mkjfgfi.nrw/interreligioeser-kalender .

In addition, Friday prayers (Islamic) are held on Fridays, the Sabbath (Jewish) is celebrated on Saturdays and most Christian churches hold their services on Sundays.

9. If the time falls outside of daycare/school hours, is there a childcare option?

  o Yes
  o No

Notes: _____

10. Should the event take place in the morning or afternoon due to the target group (e.g. full-time vs. volunteer participants)?

  o morning
  o afternoon
  o both
  o Other: _____

EVENT VENUE

The venue can have different meanings for different attendees. From the awareness perspective it can be helpful to consider, how the venue is helping the target group and how it creates a safe and comfortable event experience for all guests.

11. How can the venue be reached? Is additional signage necessary?

_____

_____

12. Is the venue as well as the way there accessible?

  o Yes
  o No

    o If no, which barriers should be communicated to attendees?

_____

_____

13. Is the venue / room usually
- o Publicly accessible?
- o Closed/private?
- o Especially bookable for events?

14. How is the chosen venue usually used?

_____

_____

15. Are there any concerns due to the usual uses of the venue or its historical significance? Are there (art) objects, names etc. in the room that (could) have a connection to German colonial history?

_____

_____

_____

_____

16. Is the room already known to all attendees?
- o Yes
- o No

Notes: _____

17. During the event, the venue / room is…

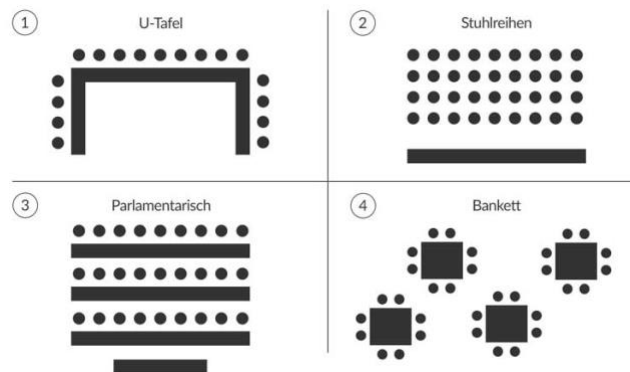- o Not publicly accessible
- o Publicly accessible

18. People can leave the venue / room…

- o during the whole event on their own
- o during the whole event but only accompanied
- o only during the beginning and end of the event

o Other: _____

EVENT PREMISES

If the venue can be altered for the event, this opens up several possibilities to make the event more inclusive.

19. Which seating arrangement is chosen and what purpose does it serve?

    o U-Panel
    o Rows of chairs
    o Parliamentary
    o Banquet
    o Other: _____

    Notes: _____

20. Can all attendees move freely through the room during the even?

_____

_____

21. What are the rooms acoustics like?

_____

22. Is the event acoustically amplified (e.g. by microphones)?
   - o Yes
   - o No
   - o Other: _____

23. What is the lighting like in the room? Are additional light sources necessary? Can all attendees the podium without difficulties?

_____

_____

24. Is there a quiet room or a retreat room near the event space?
   - o Yes. Where is it?

   _____

   _____

   - o Yes. Is it available for all attendees or only a certain subset of attendees (as a safe space)?

   _____

   _____

   - o Yes. How should it be configured? It should have…
     - o Water
     - o Seating
     - o View to the outside
     - o A lockable door
     - o Possibility to pray
     - o Other: _____

   - o If no, how can an alternative be arranged?

25. If it is a full-day or multi-day event, is there a room for prayer?
  - ○ Yes
  - ○ No

  Notes:

26. Are the toilets adequately and clearly signposted for all participants?
  - ○ Yes
  - ○ No

  Notes:

27. Are there accessible toilets for people with disabilities?
  - ○ Yes
  - ○ Yes, but an attendant is required. The responsible person is

    _____
  - ○ No

  If no, can a mobile accessible toilet be booked for the event?
  - ○ Yes
  - ○ No

  Notes:

28. Are all gender toilets available at the venue?
  - ○ Yes
  - ○ No

  If no, what toilets are available for nonbinary people?

  Notes:

PROTECTION DURING THE EVENT

In addition to the arrangement of the venue, regarding awareness it is also important to think about a safe atmosphere and climate during the event.

29. Who is moderating the event?
    o an internal moderator
    o an external moderator

30. What aspects are important when choosing a moderator?
    o Specialist knowledge of the event topic
    o Professional moderation experience and techniques
    o Personal connection with the event topic
    o The social positioning of the moderator based on the event topic or the target group (e.g. specific gender, origin, disability, etc.)
    o Language skills
    o The moderator should be an independent external person
    o The moderator should be a member of the organizing body
    o Other: _____

    Notes: _____

    _____

    _____

31. Is sensitive content addressed in the event? Is a trigger warning issued about content that may be violent, sexual or discriminatory and by whom?

    _____

    _____

32. How and when during the event is the awareness concept communicated and the awareness team introduced?

    _____

AWARENESS TEAM

The members of the awareness team are the point of contact for all participants and should ensure that the code of conduct is adhered to. Care should be taken to ensure that the team members can bring as many different perspectives as possible to the awareness-raising work and that the team is diverse. The reluctance to approach team members should be minimized in the case of guests who have already been discriminated against. The tasks that the awareness team should take on and the expectations and responsibilities placed on the team should be communicated to guests as precisely as possible in advance (see also Awareness Code).

33. Who is part of the awareness team?

34. Is the team made up of internal and/or external people?
    - ○ internal people
    - ○ external people
    - ○ both

35. Which status groups / group memberships / privileges exist in the awareness team?

36. Who is the main point of contact in the awareness team?

Within the team:

Outwards:

37. How has the team been prepared for this task?

_____

_____

38. When does the awareness team meet to prepare?

_____

39. When is there a possibility for a consultation between the moderator(s) and the awareness team?

_____

40. How is the awareness team made visible?
   o Colourful name plates
   o Buttons
   o Luminous bracelets
   o Other:

41. What is expected of the awareness team (e.g. proactive intervention or simply response function)?

_____

42. Who takes notice of how long for people are talking and domineering behaviors?

_____

43. How are discriminatory statements and actions recognized and addressed?

_____

44. How can participants who experience discrimination be supported?

_____

45. How can the awareness team be protected? Is there security at the event?

_____

TRANSLATION AND USED LANGUAGE(S)

Some participants may have different language skill levels and might need a multilingual event format or a certain language to be able to participate in the event.

46. Are the different event formats available in more than one language?
    - ○ Yes
    - ○ Depending on what information participants give during registration
    - ○ No

47. Which languages are relevant for the target group / event and should be asked for / offered?
    - ○ German
    - ○ English
    - ○ German sign language
    - ○ Other languages: _____

48. What kind of translation will be offered?
    - ○ Simultaneous translation
    - ○ Multilingual moderation
    - ○ Several rooms with different languages
    - ○ Other: _____

49. Are there special needs regarding the language used by the target group?
    - ○ Descriptive language (for blind / visually impaired participants)

o Easy language level
o Explanation of terms through a glossary
o Other:

PARTICIPANTS AND COMMUNICATION

The participants can have different roles and functions that can either enable or prevent communication. As an organizing team, you should therefore think about the different power relationships in the room in advance. This can also have an impact on the course of panel discussions, discussion rounds or group work.

50. Are there certain power relations between participating groups that should be taken into account (e.g. lecturers and students)?

51. How will be ensured that different perspectives of different status groups and social positions are taken into account?

52. How will be ensured that conversations and encounters between participants take place on eye level?
    o Through a moderator who has been sensitized on this topic
    o Through changing up the different formats (lecture, group work, informal conversations)
    o Other:

WRAP-UP

After the event is before the event. A good follow-up to the event helps to ensure the quality of the awareness concept and save the associated positive experience for the future.

53. How can participants give feedback after the fact?

o Through a feedback box (anonymous)
o Per email
o Through an online feedback form (anonymous)
o Other: _____

54. What aspects of awareness are asked about in the feedback form?

_____

_____

55. When and how does the awareness team meet up after the event?

_____

_____

56. How is the impact of the awareness measures recorded for the planning of future events?

_____

_____

OTHER NOTES

_____

_____

_____

_____