

INCLUSIVE EVENT POLICIES

As an organization, LabCentral pledges to adhere to inclusive event planning practices. With this inclusive events policy, LabCentral commits to ensuring that all events are open, accessible, and comfortable for all that attend and participate. Below are the guidelines that LabCentral adheres to when considering, planning, and hosting an event.

- Internally, the LabCentral events team makes conscious efforts to produce events that have diverse representation. LabCentral aims to curate and participate in speaking events that are a reflection of our community; with broad representation across categories of identity including, but not limited to race, gender, and ability.
- LabCentral prioritizes working with **businesses and vendors** that are **locally owned**. LabCentral keeps record of these previously used vendors for reference and makes recommendations of these businesses to external organizations who are looking to host events in our spaces.
- To attract a broad audience, LabCentral's event marketing materials are designed in multiple formats to increase exposure within our community and bolster awareness of our programming. Adhering to the principles of accessible graphic design, LabCentral employs a variety of formats such as **digital signage, physical flyers, and email newsletters** to promote events. All signage is made legible and easy to read, taking into account any color or designs that may be difficult to read or interpret. Additionally, organizers of LabCentral events are **trained in best practices** for inclusive writing.
- Events at LabCentral are for everyone. Our programming is designed to be as accessible as possible and with the goal of fostering an environment that is inclusive and welcoming to all regardless of background. As such, any and all demographic information acquired during the event registration process is strictly for marketing and communications purposes. Event attendance caps are only instituted for the safety of our community, and we do not bar participants from entry for any reason if we are able to accommodate them.
- All LabCentral events are hosted in spaces that are **fully accessible and ADA compliant**. Event organizers take care to make sure **physical barriers are minimized**, and open spaces and walkways **do not prohibit the movement of guests in attendance**. LabCentral will not utilize venues that do not cater to accessibility needs for offsite events.
- **Everybody eats**: LabCentral takes special care to ensure that dietary restrictions and allergens are accommodated at our events. When possible, LabCentral provides event attendees the ability to **submit allergen and dietary information and requests during the registration process**. If guests are unable to submit specific allergen information or dietary requests, LabCentral provides ingredient details alongside the food and drink provided to ensure guests can make informed decisions.
- LabCentral provides **suitable alternatives to alcohol** so that all guests in attendance can enjoy beverages without feeling excluded from the event. When alcoholic beverages are provided, **non-alcoholic options are also available**. Safety is our top priority and lab policies must be observed by all who enter these spaces. The legal drinking age is 21, and LabCentral will not allow or condone underage drinking.

LabCentral is committed to growth, learning, and understanding how we can be better as an organization. We welcome feedback and encourage healthy discourse around our inclusive practices. To provide feedback, ask a question, or share your experience please send an email to events@labcentral.org.