

Diversity-sensitive event management

Suggestions for diversity-sensitive event management at the
Technical University of Munich (TUM)

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Preface

The Staff Unit Diversity & Inclusion Office at the Technical University of Munich supports all members of the university with practical suggestions for diversity-sensitive event management. The aim is to take diverse perspectives into account when planning and holding events and to create an inclusive environment in which all participants feel welcome and respected. These are internal university recommendations that serve to provide guidance and raise awareness but are not binding.

1. Why diversity-sensitive event management?

Diversity-sensitive event management means planning and organizing events in a way that acknowledges and respects the diverse backgrounds, needs, and perspectives of all participants. It ensures that everyone regardless of gender, culture, ability, age, or belief feels welcome, included, and safe. By doing so, it creates fair access, promotes a positive atmosphere, and reflects an organization's commitment to social responsibility.

At TUM, we emphasize a diverse and inclusive university culture:

- Gender equality is enshrined in law and required in TUM's mission statement¹. Expressing this in language signals appreciation and shows that the topic has been addressed.
- Not everyone experiences an event in the same way. Diversity-sensitive planning makes sure that people of all genders, ages, cultural backgrounds, religions, abilities, and socio-economic statuses can equally access and fully participate in the event.
- When an event consciously considers diversity (e.g., using inclusive language, providing quiet spaces, offering food for different dietary needs, ensuring physical accessibility), attendees feel seen, respected, and safe. This boosts their engagement and satisfaction.
- Being mindful of diversity shows that an organization takes its social responsibility seriously and stands for fairness, respect, and human rights. This builds trust and enhances its reputation.
- Diverse perspectives and inclusive spaces foster richer discussions, more creativity, and better networking opportunities. They help to bring people with different ideas and experiences together and thus open up space for innovation

2. Key measures & Checklist

The following action fields are intended as dynamic recommendations rather than fixed guidelines. They are designed to evolve over time in response to new insights, feedback, and changing circumstances. Their purpose is to support the planning and implementation of TUM university events in a way that ensures they are open, inclusive, and enjoyable for all members of the TUM community, regardless of individual needs or abilities.

2.1 Location

✓ **Accessibility:**

- Prioritize venues with step-free access, ramps, elevators, and sufficient space for wheelchairs
- step-free access to all rooms, elevators, accessible restrooms
- Wide aisles (min. 120cm / 47 inches), wheelchair-friendly seating
- Requirements for the event location:
 - Check whether individual steps can be bridged by ramps and whether such ramps are available
 - Door widths: at least 90 cm (35 inches) clear width (inside the door frames)
 - WC suitable for wheelchairs
- Reserved seating near exits for mobility needs

✓ **Sensory considerations:**

- Consider providing quiet rooms / spaces, prayer rooms
- Adjustable lighting (avoid strobes)
- Noise reduction (acoustic panels, mic discipline)

✓ **Signage:**

- Ensure clear, visible signage throughout the venue (e.g. for toilettes)
- Plan for accessible and all-gender restrooms to be available and clearly marked

✓ **Transport & location:** Choose a venue that is close to public transport with accessible stops and pay attention to current construction work that could affect public transport services

2.2 Communication & Materials

✓ **Pre-event info:**

- Clear reference to (lack of) accessibility (website, invitations) (website, invites)
- Offer multiple contact methods (email, phone, text)
- When asking for gender information in the registration form, please consider all legally recognized options ("female", "male", "diverse", "not specified")²

✓ **Inclusive language:**

- Use gender-neutral terms
- Communicate in clear, simple, and inclusive language. Avoid jargon, technical terms, and expressions that may not be understood by everyone

✓ **Accessible formats:**

- Provide materials in advance (PPT, handouts) in an accessible format
- If videos or presentations with audio elements are shown during the event, provide live subtitles or transcripts

✓ **After the event:**

- Make presentations, videos, audio files, and transcripts available on the internet
- Recordings should be captioned, and beamer presentations included in the video

2.3 Event Flow & Participation

✓ **Time management:**

- Limit session length (max. 45-60 mins for panels and 90 mins for presentations)
- Schedule regular breaks (every 60-90 mins)

✓ **Hybrid options:**

- Offer livestreaming or hybrid formats when possible, including subtitles, to enable remote participation
- Recorded sessions with transcripts

✓ **Diverse representation:**

- Balance in speaker demographics (gender, background, discipline)
- When putting together the program, consider diversity in speakers as well as with regards to topics

✓ **Child / family support:**

- On-site childcare or nursing spaces
- Family-friendly scheduling (avoid school pickup times)
- For inquiries on this matter, please contact the TUM Family Service at familienservice@tum.de

2.4 Catering

✓ **Dietary options:**

- Provide food for people with allergies and intolerances (e.g. vegetarian, vegan, lactose-, fructose- and gluten-free)
- Make sure that all dishes are labelled (in several languages if necessary) so that participants can make their selection according to their needs
- Stem glasses and/or straws for assisted drinking should be available
- Easy-to-eat finger foods for those with mobility challenges (in addition to bar tables, provide accessible tables with chairs)
- Think in advance about what will happen to any food leftovers (food savers) or make arrangements with the caterer
- Take into account the various religious and philosophical backgrounds of participants. Consider, for example, awareness around certain fasting periods or holidays

2.5 Feedback & Improvement

✓ **Post-event:**

- Collect anonymous post-event feedback, including accessibility questions
- Share resources and outcomes with attendees
- Use feedback to improve future events

The action fields are intended as dynamic recommendations rather than fixed guidelines. Do you have further ideas, suggestions, or feedback for diversity-sensitive event management use? If so, feel free to contact the Staff Unit TUM Diversity & Inclusion at diversity@tum.de.

¹ “We actively promote equality of talent regardless of gender, nationality, religion, ideology, physical condition, age and sexual identity.” Cf. <https://www.tum.de/die-tum/die-universitaet/leitbild/>

² The options “diverse” and “without” have been enshrined in civil status law alongside ‘male’ and “female” since 2018 and refer to intersex and transgender people. The Self-Determination Act (SBGG), which came into force on 01.11.2024, significantly simplified the adjustment of civil status for intersex and transgender people. The legal protection against discrimination (General Equal Treatment Act (AGG)) is in turn characterized by a more open concept of gender, which also includes gender identity ([https://www.antidiskriminierungsstelle.de/DE/ueber diskriminierung/diskriminierungsmerkmale/geschlecht-und-geschlechtsidentitaet/dritte-option/dritte-option-node.html](https://www.antidiskriminierungsstelle.de/DE/ueber-diskriminierung/diskriminierungsmerkmale/geschlecht-und-geschlechtsidentitaet/dritte-option/dritte-option-node.html), Accessed on 16.06.2025).

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