

Inclusive Events Guide: Attendees

The Centre for Science and Security Studies and the Department of War Studies at King's College London are committed to hosting events that advance knowledge and understanding. We believe that an essential part of this is holding events that include diverse voices and that are inclusive, that is, events in which everyone is treated equally and where everyone has the same opportunity to engage substantively, so that the best ideas flourish regardless of where they come from.

To this end, please treat everyone at this event as an equal professional colleague. Specifically, we ask that you:

- Avoid comments about people's physical appearance, even if intended as a compliment.
- Avoid making comments or jokes that may be appropriate for a social gathering but would be inappropriate for a professional one. This includes comments and jokes about personal beliefs or with sexual content.
- Avoid generalising statements about men versus women or other groups (for example, statements that involve stereotypically feminised roles or that make characterisations about a particular religion or ethnic group). These can make the space feel exclusionary and can undermine the professional status of the group referenced. Besides which, statements of this kind are likely to be empirically incorrect.
- Do address or call out inappropriate comments and behaviour when they occur if you are comfortable doing so and can do so safely. If you witness or are the recipient of an inappropriate comment or an incident of bullying or harassment, you may wish to address the issue on the spot. Keep in mind that the person who made the comment may be unaware that the comment is hurtful or inappropriate and may have the best of intentions. Do not immediately assume that the offender meant harm or maliciousness.
 - Start with humour or a respectful but firm response that provides the offender with a learning opportunity and face-saving way out of what will likely be an embarrassing situation for them. (For example, in response to a comment on your ability to speak English, you might simply say, 'Thank you. The quality of your English is also very good.')
 - If you do not wish to address the issue on the spot, you may also report it to one of the event organisers or to the Diversity and Inclusion leads in the Department of War Studies (diversity-warstudies@kcl.ac.uk).
- If you are challenged about a comment or behaviour, take a deep breath. We all fall short sometimes even when we have the best intentions.
 - Try to avoid 'if' apologies (i.e. "I'm sorry 'if' you were offended").
 - Instead, acknowledge your actions have had a negative reaction even if this was not intended (e.g. "I did not realise my comment was inappropriate. I am sorry it made you feel uncomfortable.") Listen to the feedback being given and try to engage with it constructively (e.g. "Thank you for bringing this up with me. I will be conscious of that in future.")

If you have any comments or suggestions, please contact:

diversity-warstudies@kcl.ac.uk.