



Inclusive Events Guide; Attendees

School of Security Studies

The School of Security Studies is committed to hosting events which advance scholarly knowledge and practice. To do this, it is essential that events draw upon the expertise of people from a diverse range of backgrounds and that all participants are able to engage substantively. To ensure the best ideas flourish and everyone can participate to their full potential, attendees are requested to read and observe the following guidance.

Do:

- Treat all participants equally and evaluate all points on their merit rather than by who made them;
- Reflect on your conduct, i.e. ensure you leave time for others to ask questions, respect people's personal space, and don't speak over others;
- Consider the power relations at work in the space, i.e. between people of different genders, ethnicities, religions, disabilities, and career stages, and what you can do to mitigate them. **Do** ask colleagues how to pronounce their names *ahead of time* if unsure. Failing to introduce speakers properly can be undermining

Avoid:

- Making assumptions about people based on how they look, speak, or behave;
- Comments about people's physical appearance, even if intended as a compliment;
- Comments or jokes that may be inappropriate for a professional event, including those with sexual content or concerning religious/personal beliefs;
- Generalising statements about particular people or groups, e.g. men and women or religious communities.

What if something goes wrong?

- **Do** address problems if they arise. If you witness or experience bullying, harassment,

or inappropriate conduct/comments you may wish to address the issue on the spot.

This can be done by:

- Speaking to an event organiser or asking someone to do so on your behalf. Often, issues can be resolved quickly, especially if the person or people involved do not realise they have caused offence;
 - Speaking to the person or people concerned if you feel comfortable doing so, with or without the event organiser. They may be grateful you did so to resolve what could be an embarrassing situation.
- Alternatively, you may wish to make contact after the event to discuss the incident
 - Contact the organisers or the EDI teams:
 - War Studies: diversity-warstudies@kcl.ac.uk
 - Defence Studies: dsd-di@kcl.ac.uk