

# Conference Communication Standards

Date: [Insert Date]

To: [Insert Recipient Name]

Subject: Promotion of Inclusive Language in Our Conference

Dear [Recipient Name],

I hope this message finds you well. As we prepare for our upcoming conference titled "[Insert Conference Name]," we want to emphasize our commitment to fostering an inclusive environment for all participants. We believe that language plays a critical role in creating this environment.

Therefore, we encourage all speakers, presenters, and participants to adhere to the following communication standards:

1. **Use Gender-Neutral Language:** Replace gendered terms with neutral alternatives (e.g., use "they" instead of "he/she").
2. **Avoid Exclusionary Language:** Be mindful of terminology that could alienate certain groups. Opt for inclusive phrases that resonate with diversity.
3. **Respect Personal Pronouns:** Always ask for and use individuals' preferred pronouns.
4. **Cultural Sensitivity:** Acknowledge and respect cultural differences in language usage and expressions.
5. **Accessibility Considerations:** Ensure that all communication is accessible, using clear and straightforward language.

By embracing inclusive language, we can ensure that every participant feels valued and respected. We appreciate your support in this initiative and look forward to an enriching and collaborative conference experience.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]