

Letter Template: Inclusive Language Advocacy

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Conference Organizing Committee

Dear [Insert Recipient's Name],

As a valued member of the organizing committee for the upcoming [Insert Conference Name], we recognize the importance of fostering an inclusive environment through our language and communication practices. Our commitment to inclusivity extends to our choice of words, ensuring that all participants feel valued and respected.

We would like to outline the responsibilities of the organizing committee in advocating for inclusive language:

- Review all conference materials for language that may be exclusionary or biased.
- Encourage speakers and presenters to use inclusive language in their presentations.
- Provide resources and training for committee members on the principles of inclusive language.
- Develop a code of conduct that emphasizes the importance of respectful and inclusive communication.
- Solicit feedback from attendees regarding language and communication practices.

By embracing these responsibilities, we can create a welcoming atmosphere that promotes diversity and inclusion at [Insert Conference Name]. Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Conference Name]