

Conference Participation Guidelines

Dear Participants,

Welcome to our upcoming conference! To ensure an inclusive environment for all attendees, we kindly ask you to adhere to the following language guidelines:

- Use gender-neutral terms. For example, opt for "they" instead of "he/she."
- Avoid jargon and acronyms that may not be familiar to everyone.
- Be mindful of cultural differences and avoid stereotypes.
- Encourage contributions from all participants by inviting diverse perspectives.
- Practice active listening and respect varying opinions.

If you have any questions or suggestions regarding these guidelines, please do not hesitate to reach out.

Thank you for your cooperation, and we look forward to a productive and inclusive conference!

Best regards,
[Your Name]
[Your Position]
[Conference Organizer]