

Dear [Speaker's Name],

Thank you for agreeing to speak at the [Conference Name] scheduled for [Date]. We are excited to have you share your expertise with our audience.

Inclusive Language Guidelines

To ensure a welcoming and respectful environment for all participants, we encourage you to incorporate inclusive language into your presentation. Here are some guidelines to consider:

- Avoid stereotypes and assumptions about gender, race, or ability.
- Use 'they/them' as a singular pronoun when gender is unknown or unspecified.
- Be mindful of diverse perspectives and experiences.
- Use person-first language, e.g., "person with a disability" instead of "disabled person."
- Respect individuals' chosen names and pronouns.

We believe that using inclusive language not only enriches your presentation but also fosters a sense of community and belonging among attendees.

Thank you for your commitment to creating an inclusive environment. We look forward to your presentation!

Warm regards,
[Your Name]
[Your Title]
[Conference Name]