

rachel sheerin

INCLUSIONARY WORDS
AND PHRASES FOR
EVENTS, EMCEES AND
KEYNOTE SPEAKERS



ADDRESSING ATTENDEES

Words to Include:

Y'all
Friend / Pals / Peeps
Folks
Attendees / Audience Members
(Company Name) Family (eg. Microsoft Family)
Squad / Crew / Team
Members and Guests
Person / People / Individuals
Everyone / All




A Note About Pronouns:

- Try swapping he/him and she/her for the gender-neutral they/them and we/us.
- Be aware of stories where gender is part of them - is it needed? Can we be more inclusive?
- Avoid saying "preferred pronouns" - instead, ask for "correct pronouns".
- When you misspeak someone's pronouns, apologize and correct yourself!

Words to Avoid:

Guys
Ladies and Gentlemen
Girls / Boys
Sweetie / Honey / Sweetheart
Tribe

Inclusivity Ideas:

-  Confirm pronunciation with voice recordings, prior to event. Searching YouTube or LinkedIn profiles can help!
-  Ask for people's pronouns during registration and print on badges for easy reference, plus add to Zoom names, too!
-  Instead of using he/she on your website, programs or surveys, use they/their.

Have more questions? Looking for an energetic
+ inclusive emcee? Email Rachel today!