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| **SLIDE** | **ACTION** | **CONTENT FOR CHAT BOX OR POLL** |
|  | Chat Box Info | Glossary of Terms Resources:  <https://www.hrc.org/resources/glossary-of-terms>  <https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/glossary-on-gender-identity-and-sexual-orientation.aspx>  Understanding more about Transgender Individuals:  <https://transequality.org/about-transgender> |
|  | Chat Box Info | **Link to State Laws:**  <https://www.hrc.org/resources/state-equality-index> |
|  | Chat Box Info | The [**Center for Diversity & Inclusion at American University**](http://nebula.wsimg.com/4c27929f438a2dee7c064e1c5b2a7b51?AccessKeyId=B6885E9DB42D0C2EAC6F&disposition=0&alloworigin=1) suggests spending some time in introspection before asking about gender in a survey. [**The Human Rights Campaign**](http://www.hrc.org/resources/collecting-transgender-inclusive-gender-data-in-workplace-and-other-surveys) echoes this sentiment, particularly when it comes to employers collecting demographic data about employees.   1. **Determine why you’re asking about gender in the first place.** If it’s not a crucial part of your data analysis plan, you may be able to eliminate the question altogether. 2. **If you *do*** **decide to ask about gender, craft the question carefully.** Be sure you don’t conflate biological sex and gender and create a question that allows respondents to answer honestly and comfortably. 3. **If you must ask about gender, considering adding an explanation that offers how the info will be used and who will see it.** Often organizations will list a statement such as this: “We are required to collect demographic data for our federal partners. We recognize and appreciate that these gender categories may not match your gender identity. If possible, please indicate to which gender you identify the most or leave the option blank.” |
|  | Chat Box Info | **Gender Inclusion Terminology Around the World**  <https://www.washingtonpost.com/world/2019/12/15/guide-how-gender-neutral-language-is-developing-around-world/> |
|  | Chat Box Info | We can be more inclusive in everyday conversations by using gender-neutral or gender-inclusive terms. Some examples include:   * **Folks, [folx](https://radicalcopyeditor.com/2016/09/12/folx/" \t "_blank)**, or **everybody** instead of guys or ladies/gentleman * **Humankind** instead of mankind * **People** instead of man/men * **Members of Congress** instead of Congressmen * **Councilperson** instead of councilman/councilwoman * **Chairperson or Chair** instead of Chairman * **First-year student** instead of freshman * **Machine-made, synthetic**, or **artificial** instead of man-made * **Businessperson or Representative** instead of Businessman * **Staffing an event** rather than manning an event * **Parent/Caregiver/Your Adult or Grown-up** instead of mother/father * **Child** instead of son/daughter * **Kiddo** instead of boy/girl * **Sibling** instead of sister/brother * **Family Name** instead of Maiden Name * [**Nibling**](https://broadly.vice.com/en_us/article/evkwm4/how-to-be-an-ally-to-non-binary-gender-non-conforming-people-support) instead of niece/nephew * **Partner, significant other**, or **spouse** instead of girlfriend/boyfriend or wife/husband * **Flight attendant** instead of steward/stewardess * **Salesperson** or **Sales representative** instead of salesman/saleswoman * **Server** instead of waiter/waitress * **Firefighter** instead of fireman, **Police Officer** instead of Policeman * **Owner** instead of Landlord * **Postperson, Mailperson or Mail Carrier** instead of postman/mailman * **Workforce** instead of Manpower |