



CCGSD PRESENTER GUIDELINES



Goals:

In general, aim to do any or all of the following when you are giving a presentation or keynote, facilitating a workshop, or acting as a panelist for a CCGSD event:

- Teach/train participants on new skills
- Give participants knowledge of a new perspective
- Give participants action items and projects
- Have participants complete a small project during the presentation that can be taken home

**POSITIVE
SPACE**

CCGSD Code of Conduct:

The Canadian Centre for Gender and Sexual Diversity adheres to a strict Code of Conduct. All CCGSD staff, volunteers, presenters, and partners are required to follow this Code in order to provide a respectful, safe(r), and accessible space.

As a presenter at an event for the CCGSD, you are expected to agree to each of these statements:

1. I will ensure the safety, health and well-being of all CCGSD participants, especially children and youth.
2. I will ensure that my personal conduct is, and is seen to be, of the highest standards and follow the CCGSD's Mission and Principles.
3. I will avoid involvement in any criminal activities, activities that do not respect human rights or activities that risk the reputation of the CCGSD.
4. I will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation or exploitation.

For more information, or to see the full Duty of Care policy, please follow this [link](#).

How to create respect and accessibility:



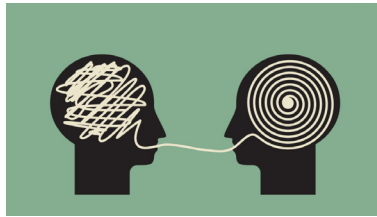
1. Providing a Safe(r) Space

Our events are guided by the Canadian Centre for Gender and Sexual Diversity's commitment to provide a safe(r) space. With that in mind, all attendees, presenters, volunteers, and staff have a right to feel safe regardless of their sex, sexual orientation, gender identity/expression, race, ethnicity, age, disability, cultural heritage, religion, social status, financial status, or appearance.

How to create respect and accessibility continued:

2. Confidentiality

We ask that you respect the space you are in and do not share personal information with others once you leave the event, unless you have received permission for that/those individual(s). Please use care when sharing information about the event on social media, in conversation with others, or in your written work. It is fine to say where you are and what you are doing, but it is not fine to share personal information about another person without their consent.



3. Key Concepts

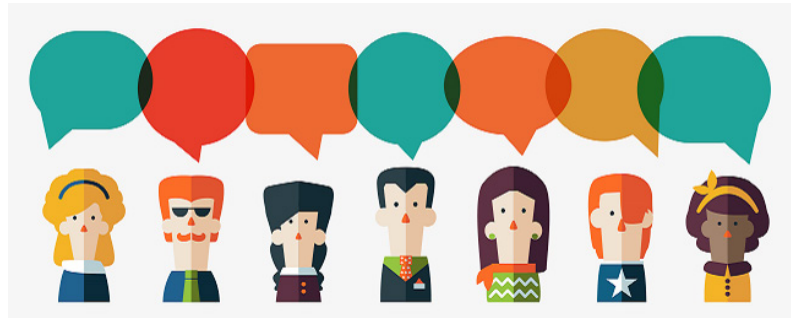
- **Positive Focus:** Always be optimistic. Maintain a positive focus to be successful as a group.
- **Speaker in Charge:** Only one person speaks at a time, all others should listen. This is respectful and this way everyone gets a chance to contribute.
- **Speak for I:** Speak only for yourself. When making a statement, say: "I feel," not "we feel." Speak from your own experiences and recognize that others might not feel the same as you. Make no assumptions.
- **Killer Statements:** Avoid insults and negative talk. Teasing and taunting might destroy the security of a group, even if it was only joking. It is possible to disagree and still stay positive.
- **Unfinished Business:** All issues are to be discussed until satisfied. A group may get into a great discussion but might run out of time. Return to the unfinished discussion as soon as possible.
- **Right to Pass:** Everyone has the choice whether or not to participate. Some people may feel uncomfortable in certain situations.
- **Leveling out:** Every person in a group is equal. This means that everyone gets a chance to speak. Everyone should be on the same level physically, if possible.
- **Business, Never Personal:** You can dislike someone's ideas without disliking the person. Don't let opinions get personal and effect relationships.



4. Note On Language

Youth Friendly: Since our events are youth-focused, please use accessible, youth-friendly language when making presentations and workshops. By talking about things in a way that youth understand, we can make sure that youth from as many different backgrounds and learning styles can learn from and enjoy your presentation. If you need to use words that may come from an academic or specialized background, please give a definition of your word before continuing. You can also tell your audience that you are open to people raising their hand during your presentation if they have questions about a word or concept you use. **Please consider using the most recent terminology, when referencing groups that have historically been defined solely by oppressive language.**

Please also consider your tone and delivery, and avoid excessive raising of your voice. As many of your youth and presenters are working from a perspective that is informed by trauma, please ensure that passion does not escalate into yelling.



Diversity of Sex and Gender: Our participants may be male, female, both, neither, fluid, and a variety of other genders. Our participants may be straight, gay, bisexual, pansexual, transgender, asexual, and a variety of other sexualities. Please use language and activities that includes them. For example:

DO, if time allows, try to begin your presentation/workshop by having everyone introduce themselves by their names and third-person pronouns. Be aware that you may be introduced to pronouns you are not used to (such as "they," "ze," "hir," "fae," etc.), however it is important to respect these pronouns regardless.

DO try to use gender neutral language such as "you folks" instead of "you guys."

DO apologize, and correct yourself if necessary, if you make any mistakes about sexuality or gender, and continue on.

DON'T assume that "all men are attracted to all women."

DON'T equate someone's genitalia with their gender - some women have a penis, some men have a vagina, some people may have different genitalia.

DON'T assume a person's gender by looking at them and, if possible, try to refer to them as "this person" if you need to refer to a participant in third person, unless they have given you the pronouns to use for them.



Neurodiverse and Aware of Mental/Emotional Health: Our participants may have different ways they process, learn, communicate, or socially interact with others. Our participants may have survived trauma, abuse, the psychiatric system, bullying, discrimination, and oppression. Our participants may also have “triggers,” i.e. things that are said which remind them of traumatic experiences or current concerns that could initiate a panic attack, emotional shut down, or rage. This is why we ask that presenters use “trigger warnings” if they will be speaking about anything that touches on disturbing and graphic topics, such as violence, suicide, abuse, trauma, rape, murder, death, self-injury, addiction, hate crimes, etc. For example:

- **DO** say, “Trigger warning: violence,” and then wait a few minutes before you go into the topic in detail, thus giving youth a chance to leave, get support, or brace themselves to prevent being triggered.
- **DO NOT** say “that’s crazy,” “schizo,” “bipolar,” “depressing,” “insane,” “aspie,” etc. in a casual or derogatory manner. These words are ableist, hurtful, and stigmatize folks who are neurodiverse and/or went through the psychiatric system. Instead, use words like “ridiculous,” “unacceptable,” “unbelievable,” “unreliable,” “fickle,” “saddening,” etc. If you say any of these terms by accident, just apologize, correct yourself if necessary, and continue on.
- If you go into a subject that is disturbing and you forgot to say a trigger warning at the beginning, **DO NOT** try to say “trigger warning” in the middle because it’s already too late. **DO** apologize for not doing a trigger warning and continue your point.
- **DO**, if time allows, try to periodically check in with your audience/group about how they’re feeling or if they need a break from a certain topic.
- **If you are unsure if your presentation needs to have content and/or trigger warnings, please consult the relevant CCGSD staff member for guidance. Please do not assume, that this is in any fashion, something to joke about.**



If you have questions about these guidelines or want more tips and examples feel free to contact the event organizer at conferences@ccgsd-ccdgs.org.

