



## Suggested Best Practices for LGBTQ-Inclusive Event Travel & Lodging

Whether you are planning a conference, organizing event attendance, or booking group travel, it's critical to consider the ways that your event could be inaccessible to LGBTQ+ travelers and to take action to ameliorate these issues.

Below, we have listed some suggested best practices for those coordinating event & travel logistics. If you'd like to discuss your situation in greater detail, feel free to reach out to the Pride Center at [pridecenter@lehigh.edu](mailto:pridecenter@lehigh.edu).

### 1. Name badges

- Name badges at all conferences and events should display your attendee's chosen name and pronouns.
  - i. Names: collect chosen/preferred name during the registration process
  - ii. Pronouns: collect these during the registration process, allow attendees to write them in themselves, or provide stickers/pins to add on to name badges at the event check-in

### 2. All-gender restrooms

- Work with your event venue to ensure there is at least one all-gender restroom in each building and/or on each floor where your event is taking place. If the event does not already have such a restroom, design signage to overlay gendered restrooms.

### 3. Air travel

- If you are booking domestic or international flights for travelers to your event, you will need their legal sex and legal name as these appear on their government-issued travel documents. We recommend collecting these along with chosen/preferred name and pronouns. If booking a ticket for a car, train, or bus, generally only legal name is required.
  - i. Suggested language: "We are pleased to book travel on your behalf. To do so, the following information is required in order to comply with regulations: full legal name, sex as it appears on legal travel document, date of birth."



#### 4. Lodging

- Tell your attendees up-front what the lodging arrangements will be, and allow them to determine how they'd like to be placed / matched with a roommate.
  - i. Suggested language: “Lodging for the conference is in double-occupancy hotel rooms with two queen-sized beds and a private bathroom. Given this fact, please check all lodging options with which you would feel comfortable.”
    1. Lodging with a male roommate
    2. Lodging with a female roommate
    3. Lodging in an all-gender room
  - ii. Additionally, provide an open-ended way to collect other lodging needs/preferences.