

Information Regarding Events & Programs Hosted by Outside/External Organizations

Denver Law appreciates the legal community's willingness to offer a plethora of programs and pathways that support students' legal careers. Such engagement often offers meaningful opportunities for students to pursue externships and secure jobs, grow their networks, and develop mentorship relationships with practitioners. They can also help students build confidence and expand their knowledge of the profession and legal practice. To help ensure such opportunities are implemented and disseminated in inclusive and supportive ways, Denver Law shares the following best practices to assist outside/external organizations in their event planning and advertising to the Denver Law student community. We strongly encourage outside/external organizations to adhere to these practices. If you have any questions, please contact Assoc. Dean Alexi Freeman at afreeman@law.du.edu

Content of Your Invitation:

Sponsor:

- Please clearly list and define the sponsor of the event. This should include all involved organizations. Provide relevant websites and contact information for student questions and concerns.

Language/Format:

- Ensure your materials are accessible and that you utilize inclusive language. For example, this includes things like avoiding acronyms, providing context and your "why" for a specific event, ensuring words and images are available via screen readers, and avoiding the use of binary gendered terms and references.
- Provide a contact person and/or email address in case anything arises or if students have questions.

Direct Expenses:

- Make students aware of any costs that might be incurred by attending the event. This would include, for example, if students must pay for parking, food/drink, or other items. We urge organizations to be mindful of student costs and provide free parking, for example, whenever feasible.

Location:

- Host your event in a location that is accessible (in compliance with American with Disabilities Act regulations). Share information on accessible entrances/exits.
- Beyond providing the address of the event, share details on where to park, how to access garages, availability of bike parking, and the closest commuter bus/rail stops.
- If all gender restrooms are unavailable, consider sharing that information in advance so students can prepare accordingly, though we strongly encourage you to host events in locations with such restrooms as much as feasible.

Timing:

- Please be mindful of religious observances and avoid scheduling during such times. To plan appropriately, use an interfaith calendar (<https://liberalarts.du.edu/center-for-judaic-studies/research-initiatives/du-interfaith-challenge>).
- When possible, record events and/or allow virtual attendance to accommodate different schedules and needs.

Attire:

- Please provide, with specificity, suggested attire for the event. If the attire is business casual, for example, do not assume students know what that means. Instead, provide examples of what business casual looks like for your office at this particular event, e.g., "Suits are not required. We anticipate most attendees will wear slacks, blouses, blazers, closed-toed shoes" and so on.

Attendees:

- When possible, provide information about non-student attendees, which could include an estimated number of attendees, whether attorneys from multiple practice areas will attend, etc.
- Please share information about individual attendees' names, titles, and prefixes if appropriate (Mr., Mx., Ms., etc.)

Registration:

- If you require registration for your event or will be creating nametags for students to use, provide a way for all attendees – not just students - to share their pronouns (if they want), preferred names, and phonetic pronunciation of names (if they want). Specify what will be included on the nametag so attendees can make informed decisions.
- Invite students to share any disability accommodations they may need or food preferences they may have in advance.
- If students will incur out-of-pocket costs, provide opportunities for scholarships or fee waivers in advance.

Dissemination and Advertising of Programs & Events by Outside/External Organizations:

- Denver Law may ask outside/external organizations to revise invitations to ensure compliance with the best practices listed here before agreeing to disseminate information about the program to the Denver Law student community.
- If an outside/external organization wants information about its event or program disseminated to the Denver Law student community electronically the following options may apply:
 - o It is the practice of Denver Law to send “bulk emails” to disseminate information about events and programs held by outside groups via emails to student groups or particular listservs (listservs organized by year, opt-in listservs, etc.). This means Denver Law will avoid, whenever possible, sending individual emails about events or programs held by outside/external groups. Students often get overwhelmed with the high volume of emails they receive (as well as the plethora of events) and navigating such emails can distract from their academics and other responsibilities.
 - o Denver Law may, at times, post information about an event or program in the Denver Law student newsletter or on the Office of Career Development’s announcements page, both of which can be viewed by all students.
- If an outside/external organization wants to share information about an event to student organizations, Denver Law can share the information with such groups but may only do so at certain times (to avoid email flooding for example) and will note the event sponsor. Contact student_affairs@law.du.edu if you want something shared.
- If an outside/external organization wants information about its event or program to be physically posted on bulletin boards within the Ricketson Law Building, the organization must follow the procedures outlined by Denver Law’s Office of Student Affairs. The Denver Law representative engaging with the outside organization will help the group connect to Student Affairs to ensure compliance.

Practices at the Event:

Signage:

- Include signage that directs students to the event and provides information on entrances/exits, parking, and restrooms.
- Include food and drink labels to assist with allergies, preferences, and customs.
- Consider having masks available for use.

Nametags:

- Offer nametags that include the person’s name, title and organization, and the option for both pronouns and phonetic pronunciation of names.

Restrooms:

- Do everything you can to ensure your event has all gender restrooms available on site and that all restrooms are labeled. If they are not available, provide that information in advance.

Technology:

- Include captions and live transcript if using any PowerPoint, videos, or other technology at the event.
- Have microphones available for all speakers and presenters.

Food & Drink:

- Offer a variety of food and drink options to accommodate the range of food and dietary allergies, preferences, and customs.
- Please be mindful of our sober and recovering community members and the research regarding alcohol abuse and lawyers. We urge you to be intentional about the use of alcohol at your events, limit when possible, and offer alternatives.