



Diversity, Equity, and Inclusion Speaker: Planning Guide

Here are nine steps to help you plan your DEI speaker lesson:

1. To set up this program, brainstorm a brief list of campus resources that could provide valuable information to your members (some suggestions are listed below). Your Fraternity and Sorority Life Office may also be able to give you some tips on who to ask to speak.
 - Cultural Centers
 - Office of Diversity, Equity, and Inclusion
 - Faculty in disciplines related to race, class, and gender
 - LGBTQ+ Office
2. Set a tentative time and date for your program.
3. Reach out to one of the campus resources you brainstormed to ask if they can present to your chapter at the specified time and date. Provide them with an idea of what topic(s) you would like them to discuss (some suggestions are listed below) and let them know how long they will have to speak. Ask them to respond by a specified deadline.
 - Privilege
 - Allyship
 - Systems of oppression
 - Structural racism in higher education
 - Pronouns
 - DEI programs and initiatives at your university
 - Other relevant DEI topics
4. No matter what topic(s) they speak about, ensure they cover the following three things:
 - DEI resources on your campus
 - Allow for brothers to ask questions.
5. Once you secure your speaker, notify your chapter of the program time. You may also want to collect questions they have for your speaker before the session.
6. Set up your virtual platform link (Zoom, Google Meet, etc.) and share it with your chapter and speaker/panelists.



7. Once you have solidified your speaker, coordinate with them regarding the logistics of your session. You also want to ask them if they have slides. If not, there is an SAE slide show you will want to use.
8. During the program, encourage brothers to stay engaged by keeping their video turned on and allowing them to ask questions out loud or in the chat.
9. After the program, send a follow-up email to your speaker to thank them for working with your chapter.