

## Speakers - Language to use in response to speaker request

Hi [Name],

Thank you for reaching out to ask me to speak at [Conference Name]. Before I commit, I want to let you know that I am a proud signatory of the [Choir Pledge](#), a public set of guidelines created to move industry conferences toward higher representation of women, non-binary people, and people of color.

As a signer, I have pledged to speak only at conferences that meet the following standards (as of July 1, 2022).

1. At least 1 of every 3 keynote speakers is a woman or person of color
2. Every panel with 4 or more people includes at least 1 woman or person of color as a non-moderator expert
3. Women of color are represented throughout the agenda in expert sessions, not only sessions about Diversity, Equity and Inclusion (DEI)
4. There is an enforced policy against harassment of all kinds

Does your conference plan to meet these criteria? If so, I would be happy to speak. If you aren't sure, then I can tentatively accept and check back in with you when the date gets closer.

If you do not believe [Conference Name] will meet the criteria, then I will kindly decline. Please let me know if I can introduce you to any women or people of color with specific subject matter expertise and I will do my best to refer them to you.

Thank you,

[Name]