Gender Inclusive Language for Facilitators

Sharing Pronouns

Sharing your pronouns with your name normalizes talking about pronouns.

- If you're comfortable, introduce yourself with your pronouns.
  - Example: My name is Nadia and I use she/her pronouns.
- Don't ask other people for their pronouns. They may not feel comfortable sharing.
- Don't share pronouns only when you think the group includes a transgender person, as that person could feel called out. Sharing pronouns is a good practice all the time.
- Include pronouns in your Zoom name, email signature, and nametags.
  - Examples: Bobby Chao (she/her) or Bobby Chao – she/her

Gender-Neutral Language

Using gender-neutral language makes no assumptions and includes all people.

- Use the singular "they" instead of "him or her." "They" can be used to refer to an unspecified person, a person whose pronouns are unknown, or a person who uses they/them pronouns.
  - Example: Before a resident fills out their application, they should check their eligibility.
- Avoid common phrases that include gender, such as "ladies and gentlemen" or "you guys."
- Do not assume a person's gender or pronouns.
- When referring to someone without pronouns in their zoom name or calling attention to a contribution in chat, do not assume pronouns. Instead refer to the person by their name.
  - Example: We've got a comment in the chat. Andrew asks, "Can you share the link?"
- Omit unnecessary references to gender. For example, is it important to your content that a doctor is a woman, or that a presenter is transgender? If not, remove the language.

Transgender-Inclusive Language

Using a person's correct name and pronouns is respectful.

- Always use a person's correct name and pronouns. They are not optional or "preferred," and their correct name and pronouns are to be used every time.
- Use "gender" instead of "gender identity." Saying that someone "identifies as a man" or that their "gender identity is nonbinary" marks them as different and undermines their gender. Just say, "He is a man," or "They are nonbinary."
- Use "men" or "women" instead of "males" or "females."

What should I do if I mess up?

If you make a mistake by using an incorrect name or pronouns, apologize and commit to doing better next time. Use the correct name or pronouns, and move on. Example scripts:

- "Thank you for the reminder. Angelina* is working on a solution."
- "She will be- I'm sorry, he* will be attending the meeting."
  By including the person's name/pronouns, you correct your mistake, practice the correction, and help model the right language for others around you.

For further inclusion practices for facilitators,
see [RESJI Best Practices for Inclusive Presentations] & APM 2-52 Gender-Inclusive Language Style Guide