Welcome to the Who's Not at the Table conference!

As you know, our goal for the next day and a half is to develop a research agenda for underserved communities in engineering—specifically, we will be thinking about individuals who identify as part of the LGBTQ+ community, have differing abilities, are veterans, or are first generation and/or low-income students.

We will be working together to begin to develop the research agenda, and you will have the opportunity to continue this work after the conference to the extent you'd like to be involved. Later we'll explain how the activities we'll be doing at the conference will directly lead to the development of the research agenda.

We are a group of diverse experts in different areas related to our conference goal, and many of us identify as being part of one or more of the communities that we are focusing on for the next day and a half. Our goal is not only think about how we can make engineering education more inclusive; we want this conference experience to be as inclusive as possible. To that end, I'd like to suggest some conference "norms".

- First, I think all of us can agree to treat each other (and our ideas, experiences, backgrounds) with **respect**. That includes **not making assumptions**, **giving others the benefit of the doubt** and **being open** to considering alternative thoughts, ideas, opinions and behaviors**.

- This is an exciting time because we are exploring new ground here, trying to find new and unexpected ways of thinking about these issues, so let's embrace **being comfortable with hearing multiple ideas and waiting to make definitive statements**.

- Please pay attention to the **preferred pronouns** each of us has provided. These are printed on nametags.

- In this group, we have people with different communication modes and styles. Let's be inclusive of all modes and styles, and ensure that everyone has a voice here. Some of our participants communicate primarily through **American Sign Language**.

- To make sure that everyone can understand you, and address you by your preferred pronoun—**before you speak please wait for a microphone.** Additionally, **please state your first name** and **your preferred pronouns before you speak** so that all of us know who is speaking and how you want the group to refer to you. This will also help the ASL interpreters and participants with visual impairments.

- There are two words that I'd like to suggest we adopt as norms for our interactions. These are "ouch" and "oops." These are common in LGBTQ+ and other communities.

  - Say **OOPS** and, or acknowledge when you may unintentionally say something and wish you had not.
  - Say **OUCH** when someone's words or actions may hurt you.

- While we will be creating conference proceedings that documents what happens publically here, we all can feel safe sharing private information with other participants if we choose to, knowing that others will keep the highest level of confidentiality with our private information.

- We have a photographer here to help document our work. We plan to release a few images on the web, and if you are in a photo that we choose for potential public consumption, we will ask your permission before doing so.

- So, that leads us to the issue of social media: Please do let others know that you are here and about the work we're doing together, but lets keep the same confidentiality concerns in mind by not posting photos or quote other participants on social media without their express permission.