

MEMORANDUM

[REDACTED]

From: Ashley Simmons

Re: Event Introductory Statements

Date: September 18, 2018

Formal...

“Hello all,

First off, we'd like to thank you all for attending today's event, we really appreciate you taking the time/appreciate your participation. Before we begin, we'd like to establish that today's discussion will contain content that may be sensitive to some of those in attendance as we will be engaging in discourse surrounding history that has present political and social/socio-economic effects. If you are ever to find yourself too upset by any of the content present here today please know you have resources present in the building as well as through CAPS (Counseling and Psychological Services) here at Penn and in addition, the African-American Resource Center. If you need to leave the room for any reason please feel free to do so. With that being said, let's all keep in mind that while we intend to establish a dialogue here, we should remain respectful to the ideas and opinions presented within this panel and uphold Penn's expectation to foster an inclusive and respectful space for its community.”

Colloquial...

“Hello everyone!

First off, thank you all for attending the event today! We appreciate you all coming. Before we start we would like to remind everyone that while this is an academic and learning environment for all, please remain respectful and attentive as possible to your peers and those in attendance with any questions or comments you present. You are encouraged to participate and to engage with the dialogue created here but please remember to be both conscious and curious. Should anyone need any resources please feel free to approach either myself or (enter whomever is with you) and feel free to step out of the room if necessary. Thank you again for coming and we hope you enjoy the discussion.”

Slightly More Colloquial...

“Thank you for coming, I just want to remind you all to please be respectful of the space and those in attendance. This is both a learning opportunity and a safe space so while you may not relate directly to the experiences or situations described please remember to practice empathy within any questions or comments you may present here today. Thank you again for coming and if anyone has any questions or concerns please feel free to come up to me at any point during the event.”

Feel free to add this in anywhere that it may seem applicable:

“...We would like to create a safe space here where everyone is encouraged to learn and engage with the content. If needed, please feel free to utilize your on-campus resources such as CAPS or the AARC...”