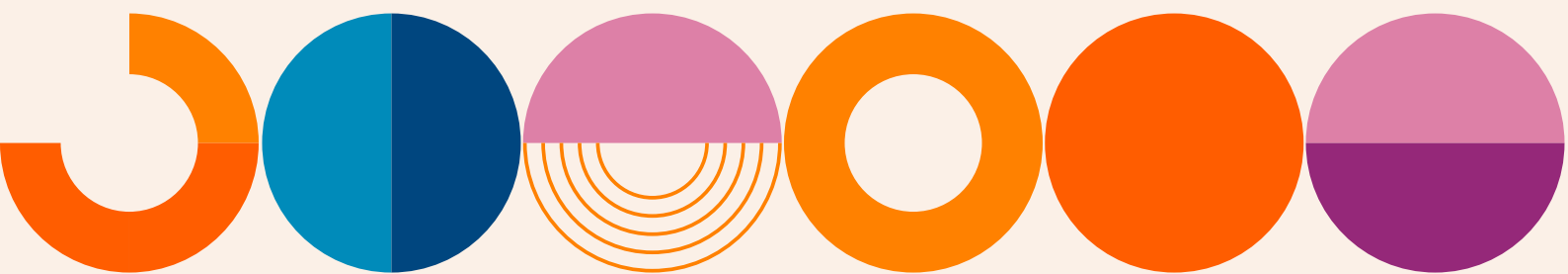




Visitor Guide





A Signature Event of Pink Fest, the Inclusive Careers Fair is an event for individuals, businesses and community organisations that champion values of inclusion, equity, belonging and diversity to come together.

Our goal is to facilitate connections between employers and diverse talent, including LGBTQ+, differently-abled, neurodivergent individuals, racial/ethnic minorities, women and other underrepresented groups in Singapore. The fair serves as a platform for meaningful interactions, thoughtful conversations and the creation of opportunities.



Programme

10am

Doors Open!

10am - 11am	Workshop Show Up Presented by Hossan Leong Sponsored by Equinix		
11am - 12pm	Workshop Style Up Presented by Singapore Fashion Council	Panel Diversity is the Spice of Life	10.30am - 12.30pm Inclusive Mentoring Circle Session 1
12pm - 1pm	Workshop Hype Up Sponsored by Expedia Group	Session 1 Audio Describer Tour	
1pm - 2pm		Panel Changemakers: Catalysts for Good	
2pm - 3pm	Workshop Thrive Up Sponsored by Oracle	Session 2 Audio Describer Tour	
3pm - 4pm	Workshop Brush Up Sponsored by Nomura	Panel Allyship: Building Bridges	2.30pm - 4.30pm Inclusive Mentoring Circle Session 2
4pm - 5pm	Workshop Own Up Presented by Cathy Johnson		

Available all day

Professional Photography Studio

Sponsored by Canon

Panels Sessions

11am - 12pm

Diversity Is the Spice of Life



Featuring panelists who are from the under-represented segments that Inclusive Careers Fair aims to serve, including individuals who are LGBTQ+, differently-abled, racial/ethnic minorities, neurodivergent and women. Our panelists will share their personal stories of diversity, inclusion and resilience. Attendees learn how we can support these communities and how we can show up as allies for each other.



Hossan Leong
Moderator



Marc Lester Yu
Panellist
Talent Acquisition Leader,
Asia Pacific
Expedia Group



Theresa Goh
Moderator
Inclusion Champion
and Paralympic
Medalist



Opera Tang
Panellist
Drag Performer

1pm - 2pm

Changemakers: Catalysts for Good



In this panel, we feature senior executive leaders to share why it is important for their company to be represented in a platform like Inclusive Careers Fair, how their companies build inclusive workplace culture where all talent is valued and can thrive, and how diversity and inclusion is, in fact, good for business.



Nikki Muller
Moderator



Corinna Lim
Panellist
Executive Director
AWARE



Ting-Ting Zhang
Panellist
Chief Executive Officer
Singapore Fashion Council



Gavin Ottery
Panellist
Executive Director
International Lead for
Markets (FX, Rates &
Credit) e-Trading
Wells Fargo



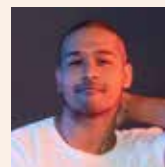
Maisie Chong
Panellist
Head, Transaction Banking,
Singapore and Head,
Trade and Working Capital,
ASEAN & South Asia
Standard Chartered

3pm - 4pm

Allyship: Building Bridges



Allyship plays an important role in building inclusion as it serves as a bridge between diverse communities and mainstream workplace culture. We want to feature some visible allies who can share personal stories about how they have become passionate advocates in supporting underrepresented communities and insights about how everyone can become proactive supporters for change within their organisations.



Joshua Simon
Moderator



Boo Junfeng
Panellist
Filmmaker



Kathy Teo
Panellist
Inclusive Careers Fair
Director, Co-Founder
Q Chamber



Josh Tseng
Panellist
Inclusion Champion &
Accessibility Advocate

Workshop Sessions

Workshop | 10am - 11am

Show Up: Master Your Presentation Skills

Presented by Hossan Leong
Sponsored by Equinix



Workshop | 11am - 12pm

Style Up: Wardrobe and Styling Tips For All Workplaces

Presented by Singapore Fashion Council



Workshop | 12pm - 1pm

Hype Up: Mastering the Art of Storytelling

Sponsored by Expedia Group



Workshop | 2pm - 3pm

Thrive Up: Mental Wellness

Sponsored by Oracle



Workshop | 3pm - 4pm

Brush Up: Resume and Interviewing Skills

Sponsored by Nomura



Workshop | 4pm - 5pm

Own Up: Being and Loving Your Authentic Self

Presented by Cathy Johnson





How to ace your Inclusive Careers Fair experience

Welcome to your ultimate guide on how to ace The Inclusive Careers Fair brought to you by Standard Chartered Bank Singapore. Are you ready to embark on a career journey that celebrates the power of belonging and inclusivity? You have come to the right place! At this exceptional event, you will have the opportunity to connect with diverse employers, attend insightful workshops, and participate in engaging panel discussions - all while discovering how the magic of belonging can transform the workplace.

When we belong, we feel seen, valued, and included. By prioritising diversity and inclusion, companies create environments where employees from all backgrounds can thrive - fostering innovation, collaboration, and a sense of shared purpose. The visitor guide is your go-to resource for making the most of the Inclusive Careers Fair. Find an employer who shares your commitment to a workplace where everyone belongs and align your values with your career today.

So, let us dive in and unlock the potential of belonging together!



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Before attending the event

Success at the Inclusive Careers Fair begins with thorough preparation. This section outlines three key areas to focus on to ensure that you arrive at the event well-informed, confident, and ready to make the most of this fantastic opportunity.

1. Research and Prioritise Participating Organisations

- Research each organisation attending the fair, focusing on their diversity and inclusion initiatives and values.
- Create a list of your top picks based on your research and personal values.
- Identify potential networking opportunities and any specific representatives you would like to connect with during the event.

Quick tips

Here are some useful questions and guidelines to look out for in relation to diversity and inclusion of the organisations you want to prioritise in the fair:

1. What latest and upcoming Diversity and Inclusion initiatives have they highlighted on their company website (media or press releases) and other publicly available news online?
2. Check out the organisation's leadership team and find out if any of them had publicly posted any stories about or related to Diversity and Inclusion or had recently participated in past events.
3. Is there anything on their company values that resonate with you the most? You can use this in any of your networking opportunities and conversations during the fair.



2. Enhance Your Personal Brand

- If you are looking for a new job/career or industry shift:
 - Customise your (digital) resume to highlight your skills, experiences, and commitment to diversity and inclusion.
 - Prepare a cover letter to further emphasise why you best qualify for the job.
 - Update your LinkedIn profile and join relevant groups to expand your network.
 - Prepare a list of thoughtful questions to ask potential employers, focusing on their Diversity and Inclusion initiatives and values. Include questions based on your research and the 20 Diversity and Inclusion values available at the last section of this guide
 - Practice your pitch to ensure you can confidently deliver it when engaging with potential employers.
- If you are not actively looking for a new job and want to expand your network
 - Create a list of questions or conversation starters based on what you have learned about the specific organisation
 - Find the latest news about the organisation (if there is any) and focus on their contribution to diversity and inclusion

Quick tips

1. Develop a concise and compelling elevator pitch that highlights your strengths, experiences, and passion for diversity and inclusion.
2. Choose professional attire that reflects your personality and makes you feel confident. Consider wearing an accessory or item that reflects your commitment to diversity and inclusion, such as a pin or a bracelet, that can serve as a conversation starter.
3. Find time to rehearse! This will help you be more aware of the tone of your voice and become more articulate in any of your conversation
4. Keep a pleasant atmosphere as you start and end your conversation – stay warm, friendly, and attentive. Start and end every conversation with a smile!

3. Develop a Strategy for the Fair

- Familiarise yourself with the fair's schedule, including workshops and panel discussions, to maximise your learning and networking opportunities.
- Create a plan for navigating the fair, prioritising your top picks, and leaving time for spontaneous conversations.
- Organise your materials: have your resume ready for online distribution and use your phone or tablet, or notepad to take notes during conversations and workshops. Be ready to receive a lot of information and organise your phone to store e-business cards and other materials you collect throughout the day.
- Set specific goals for the event, such as connecting with a certain number of employers or attending a specific workshop, to ensure you make the most of your time at the fair.

4. Get enough rest

- It is also equally important that you are physically and mentally prepared for the fair, so make sure to find time to relax and rest your mind and body before the big day.



During the actual event

With proper preparation, you are now ready to create potential work opportunities for yourself.

1. Navigate the exhibitors

- Navigating the exhibitors effectively will help you maximise your time at the Inclusive Career Fair.
- Map out your route by familiarising yourself with the floor plan and layout of the exhibitor area.
- Plan your route to visit your top picks first, and then explore additional booths as time allows.

2. Approach Exhibitors Confidently

- Introduce yourself with a covid-friendly bump or handshake and make eye contact.
- Use your elevator pitch to quickly convey your background, interests, and commitment to diversity and inclusion.

3. Engage in Meaningful Conversations

- Ask thoughtful questions about the company's inclusion values, and work environment.
- Share your experiences and perspectives on diversity and inclusion, and express how they align with the company's values.

Quick tips

Here are some useful questions and guidelines to look out for in relation to diversity and inclusion of the organisations you want to prioritise in the fair:

1. Be an active participant during workshops and panel discussions! Check out our guidelines to find out more.
2. Understand more of the common Diversity and Inclusion terminologies under “Discovering and Reflecting on Your Core D&I Values” section, which includes definition of terms and guide questions.



After attending the event

Making the most of The Inclusive Careers Fair does not end when the event is over. In fact, that is only the beginning of your new or better career journey. Make sure to set some action steps to keep the momentum going.

1. Follow Up with Connections

- Send personalised thank-you notes or LinkedIn connection requests to the people you met during the fair.
- Express your gratitude for their time, reiterate your interest in their company, and reference specific Diversity and Inclusion topics you have discussed.

2. Expand Your Network

- Attend industry events and join professional associations to meet like-minded individuals and potential employers.
- Engage in online communities and social media platforms focused on diversity and inclusion in the workplace.

3. Continue Your Learning Journey

- Seek out resources, articles, and books to deepen your understanding of employers and diversity and inclusion in the workplace.
- Attend workshops, webinars, or conferences to stay informed about Diversity and Inclusion best practices and trends.

Quick tips

The skills and knowledge you will learn through this guide can also be applied in your everyday life. You can use these as you develop and maintain new habits and mindset so keep them handy!



Glossary

Explore and deepen your understanding with our comprehensive glossary.

This resource not only lists values that shape our inclusive practices but also covers a wide range of terms relevant to diversity and inclusion. From gender identity to using inclusive language for LGBT+ members, and addressing common disability-related terms, each entry is detailed to enhance your awareness and participation in fostering equity during the fair and beyond.

Quick tips

While these guide questions below are useful, make sure that you study and understand the meaning of each topic/area. This can help you formulate your own questions similar to what is specified in this section.

Empathy

Emotionally understanding what other people feel, seeing things from their point of view, and imagining oneself in someone's place.

How does your organisation encourage employees to understand and support the experiences of colleagues from diverse backgrounds?

Respect

Acceptance of every individual's custom, cultures, uniqueness, and differences as equal participants in a common ethical world.

What steps does your company take to create an environment of mutual respect among employees with diverse backgrounds and perspectives?

Fairness

Quality of treating every person equally without favouritism or discrimination.

How does your organisation ensure fair treatment and equal opportunities for all employees, regardless of their background?

Collaboration

Working together to produce or achieve a task or project.

Can you provide examples of how your company fosters collaboration among employees from diverse backgrounds and experiences?

Inclusivity

Ensuring everyone is welcome, valued, and respected regardless of who they are or where they come from.

How do you create an inclusive work environment where everyone feels they belong and can contribute their unique perspectives?

Representation

To see people of different backgrounds contributing at work, leading, and shaping outcomes. This helps more people feel a sense of belonging at work and can lead to feelings of being valued and included.

What initiatives does your company have to increase diversity and representation at all levels of the organisation?

Accessibility

To create an environment where people with different backgrounds and abilities have a fair chance of achieving success/results.

How does your organisation ensure that the workplace is accessible and accommodating to employees with disabilities?

Flexibility

Willingness to change, accommodate or compromise.

Does your company offer flexible working arrangements to accommodate diverse needs and work-life balance?

Intersectionality Interconnected nature of social categories such as race, class, and gender, that creates overlapping and interdependent systems of discrimination or disadvantage.

How does your organisation address the unique challenges faced by employees who belong to multiple marginalised groups?

Unconscious bias Associating positive or negative stereotypes about certain person or groups.

What steps does your company take to address and minimise unconscious bias in hiring, promotions, and decision-making processes?

Employee resource groups (ERGs) Voluntary, employee-led diversity and inclusion initiative that is formally supported by an organisation.

Can you share information about your company's employee resource groups and how they support underrepresented employees?

Safe space A place or environment in which a person or category of people can feel physically and emotionally safe, freely expressing themselves without fear of prejudice, negative judgment.

How does your organisation create safe spaces for employees to share their experiences and discuss diversity-related issues?

Allyship Helping or supporting other people who are part of a group for a common cause or purpose.

What initiatives does your company have in place to promote allyship and support for marginalised employees?

Mentorship

Learning relationship focused on long term career development or professional growth.

Does your organisation offer mentorship programs to support the growth and development of diverse employees?

Training and development

Learning activities in an organisation to create and enhance the knowledge and skills of employees, resulting in better performance of specific tasks.

What diversity and inclusion training programs are available for employees at all levels?

Community engagement

Connecting, being attentive and acting in good faith with the community.

How does your company engage with and support diverse communities outside the organisation?

Supplier diversity

Organisation's efforts to include minority-owned suppliers in its supply chain.

Does your organisation have a supplier diversity program to work with businesses owned by underrepresented groups?

Accountability

Being responsible for an action or initiative.

How does your organisation measure the success of its D&I initiatives and hold itself accountable for progress?

Inclusive leadership

Leadership that counters discrimination, bias, and favour by committing to equitable treatment of people and ideas.

What leadership qualities does your company value and promote to create an inclusive work environment?

Cultural competence

Ability to understand and interact effectively with people in intercultural settings.

How does your organisation encourage employees to develop cultural competence and appreciate diverse cultural perspectives?

Gender identity

Gender identity refers to one's own internal sense and individual experience of gender. It's the person's sense of being a man, woman, both, neither, or anywhere along the gender identity spectrum.

Cisgender or cis

This is an adjective to describe a person whose gender identity aligns with the sex they were assigned at birth.

Genderfluid

A person whose gender identity is not fixed and can change over time or depending on the situation.

Gender Dysphoria

The psychological distress that results from an incongruence between one's sex assigned at birth and one's gender identity.

Intersex

Intersex are individuals born with reproductive or sexual anatomy that do not fit into a male or female sex binary or they may have traits of both.

Non-binary

An umbrella term for gender identities that are not exclusively masculine or feminine. Non-binary individuals may identify as a mix of genders, no gender, or something else entirely.

Trans or transgender

A person whose gender identity does not exclusively align with the one they were assigned at birth.

Sexual orientation

Sexual orientation refers to the person's attraction to another person and who they feel drawn to romantically, emotionally, and/or sexually.

Lesbian

A woman who is romantically and/or sexually attracted to another woman. It also applies to those who identify as a woman.

Gay

It can be used to describe an individual who is attracted to someone of the same or similar gender. This term has historically been used for men who are attracted to the same gender, but some women choose to use this term as well.

Bisexual

This refers to a person who is romantically, emotionally, and/or sexually attracted to people of their own gender and other genders.

Heterosexual

This is a term to describe those who are attracted to the opposite gender.

Queer

This is often used as an umbrella term to describe those who are not exclusively cisgender or heterosexual. For some LGBT+ members, the term "queer" has negative connotations as it was historically used as a derogatory term.

Asexual

Asexual individuals do not experience sexual attraction to others, although they can experience romantic attraction to individuals of any gender.

Demisexual

A person who does not experience sexual attraction unless they have formed a strong emotional connection with someone.

Pansexual

This term refers to people who experience romantic or sexual attraction to individuals regardless of their gender or sexual orientation.

Coming out

The process of recognising, accepting, and sharing one's sexual orientation or gender identity with others.

Gender expression

Gender expression is how an individual demonstrates their gender outwardly, through their behaviour, clothing, voice or other perceived characteristics. Masculine, feminine, or androgynous – these are common cues for gender expression.

Ally

An ally is a person who consider themselves a friend and active supporter of the LGBT+ community. They could be anyone – either an LGBT+ member themselves or standing alongside LGBT+ member or community fighting for the same cause.

Using inclusive language for LGBT+ members

Awareness of how to use and refer to LGBT+ inclusive language demonstrates respect to LGBT+ community, builds trust, and creates safe space for everyone.

Inclusive language is a way to acknowledge and appreciate the diversity everyone brings to the table. It is one of the powerful ways to create a culture where people feel free to be their best and full authentic selves.

Gender inclusive pronouns

Even our usage of pronouns can signify inclusivity particularly when referring to our LGBT+ members. Most people use “he/him” and “she/her” pronouns, as you may have seen in their signatures or profile descriptions. Some use gender-neutral pronouns “they/them” or preferred being referred to using those pronouns.

If you are unsure what someone’s pronoun is, you can ask them respectfully and preferably privately. Use a question such as “Can I ask what pronoun you use?”. Do not ask “What pronoun do you prefer?” as someone’s pronoun and identity are not a preference.

When inviting a candidate for a job interview, you may offer the person an option to declare the pronouns they use or name they would like you to refer them by beforehand.

Embracing mistakes as part of your learning journey

Making mistakes is a natural part of a personal journey towards inclusivity. Whether you’re learning new terms or understanding different identities, errors are bound to happen. What matters is the intention to learn and improve. If you make a mistake, acknowledge it, apologise if necessary, and commit to doing better. Each step, including mistakes, brings us closer to a more inclusive and respectful environment.

Appropriate terms for discussing disabilities

This section of the glossary introduces common terms used to refer to persons with disabilities. It aims to promote understanding and respectful conversation, ensuring that language used throughout our discussions is inclusive and considerate of all individuals.

PWDs persons with disabilities

VI persons with visual impairment

HI persons with physical disabilities

PD persons with physical disabilities

PwID persons with intellectual disabilities

PwASD persons with autism, persons with autism spectrum disorder

1. Making the Most of Workshops and Panel Discussions

Workshops and panel discussions offer valuable opportunities to learn from experts and engage with fellow attendees. This section highlights three areas to explore during these sessions.

- a. **Select Sessions Strategically**
 - Choose sessions that align with your interests, goals, and the D&I values you prioritise.
- b. **Balance your time between sessions, networking, and visiting exhibitors.**
 - Engage with panellists and facilitators in Q&A sessions by asking questions or sharing your perspectives on the topic.
 - Connect with panellists and facilitators during breaks or after the session to expand your network and discuss relevant D&I issues.
- c. **Take Notes and Reflect on Key Insights**
 - Jot down important points, ideas, and resources mentioned during the sessions.
 - Reflect on the insights gained and how they can influence your career choices and understanding of diversity and inclusion.

2. Reflecting on Your Ideal Employer and Work Environment

Reflecting on your ideal employer and work environment will help you make informed decisions about potential career paths. This section focuses on three areas to explore when considering potential employers.

- a. **Assess Company Culture**
 - Consider how each company's culture aligns with your personal values and D&I priorities.
 - Reflect on the atmosphere and interactions you observed at the company's booth during the fair.
- b. **Evaluate Leadership Styles**
 - Think about the leadership styles that would best support your growth and an inclusive work environment.
 - Ask potential employers about their leadership approach and how it fosters inclusion.
- c. **Weigh Opportunities for Growth**
 - Assess each company's opportunities for professional development, mentorship, and advancement.
 - Consider how the company supports diverse employees' growth and success within the organisation.

Conclusion

Congratulations on taking the first steps toward a fulfilling career in a diverse and inclusive work environment, where belonging takes centre stage! We hope this Guide to Acing The Inclusive Careers Fair has empowered you with the knowledge and tools you need, to find an employer that shares your values and commitment to creating a workplace where everyone feels seen, valued, and included.

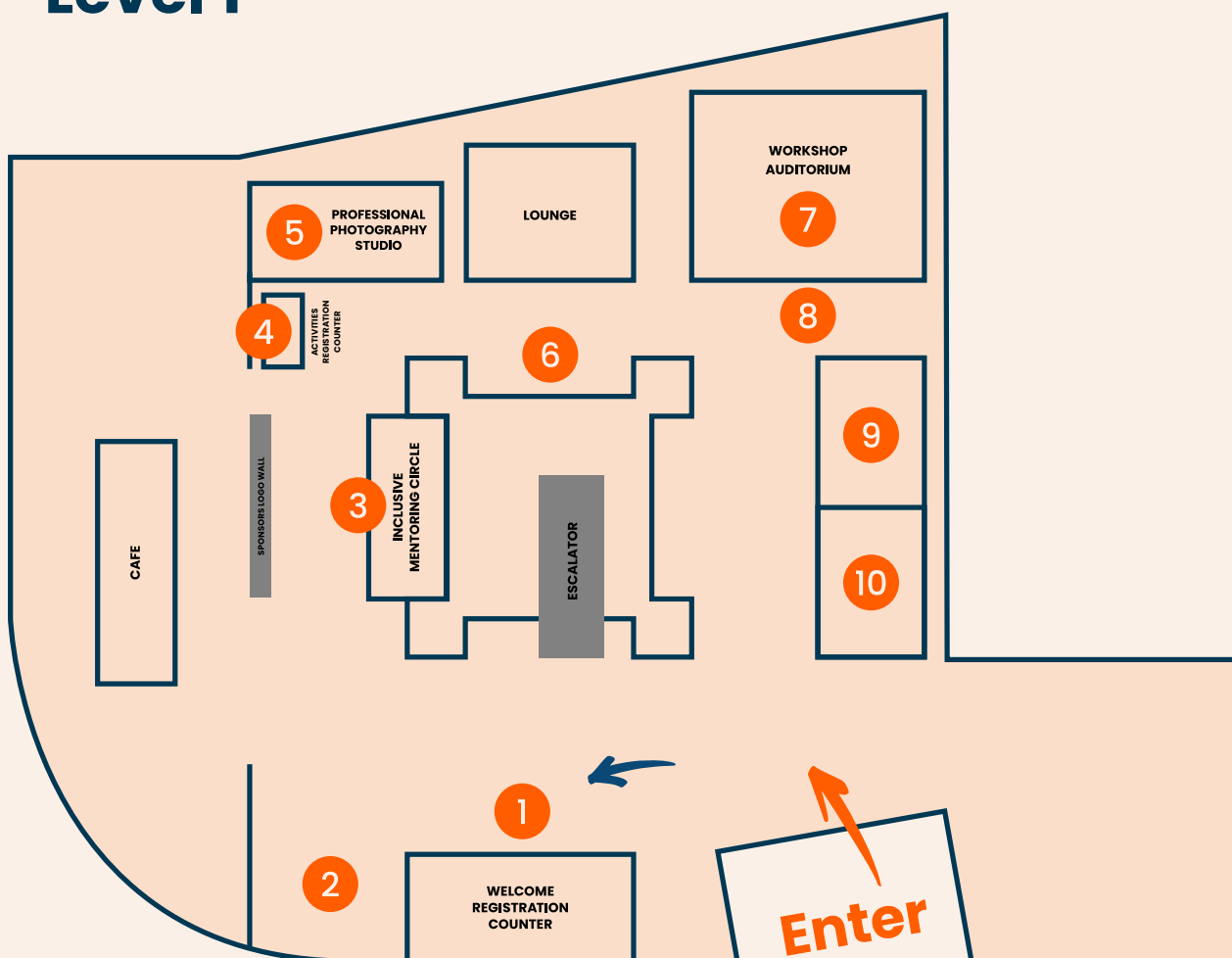
As you continue your career journey, remember that the power of belonging starts with you. By fostering connections, engaging in meaningful conversations, and championing diversity and inclusion in your future workplace, you can contribute to a work environment that celebrates and benefits from our unique perspectives and experiences.

Come visit Standard Chartered Bank during the fair and connect with us on social media for more valuable insights and opportunities. We are here to support you every step of the way. Good luck, and remember that when we belong together, the possibilities are limitless!



Event Floorplan

Level 1



1 Welcome Registration Counter

2 Dyson

3 Inclusive Mentoring Circle

4 Activities Registration Counter

5 Professional Photography Studio

6 Expedia Group

7 Workshop Auditorium

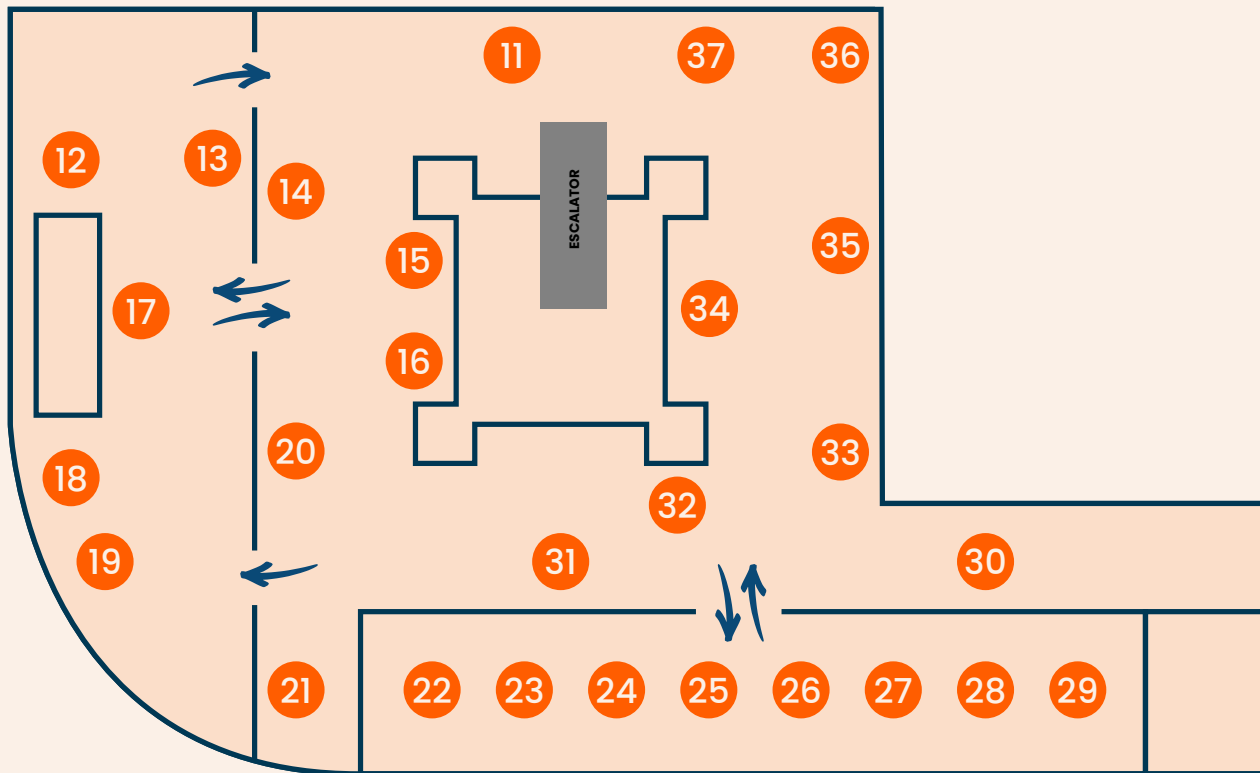
8 Singapore Fashion Council

9 Wells Fargo

10 Standard Chartered

Event Floorplan

Level 2



- | | | |
|-------------------------------------------|------------------------------|----------------------------|
| 11 dsm-firmenich | 19 We Are Hear | 29 Airbnb |
| 12 qUNI | 20 Citi | 30 Calm Booth |
| 13 The Singapore Association for the Deaf | 21 Nomura | 31 PropertyGuru Group |
| 14 Equinix | 22 NBCUniversal | 32 Gartner |
| 15 WarnerBros. Discovery (WBD) | 23 Vopak Terminals Singapore | 33 Oracle |
| 16 Diversey - A Solenis Company | 24 HubSpot | 34 Publicis Groupe |
| 17 Event Stage | 25 Google | 35 WeWork |
| 18 Q Chamber & Proud Spaces | 26 Brown-Forman | 36 The Standard, Singapore |
| | 27 J.P. Morgan | 37 Apple |
| | 28 SoftwareOne | |

Acknowledgements

What is the best way to thank people for the help and support they have given us? Do the best we can and make them proud.

Inclusive Careers Fair 2024 is possible because the team at WeWork 21 Collyer Quay, led by Jonathan Vista, ensured we have a beautiful space to work with.

Thank you Peatix, our ticketing partner, for ensuring the ticketing process has been seamless.

Many thanks to Canon for sponsoring and running the Professional Photography Studio

A huge thanks to all our sponsors and exhibitors, including:

Supporting Sponsors

Dyson, Standard Chartered, Wells Fargo

Workshop Sponsors

Equinix, Expedia Group, Nomura, Oracle

Exhibitors

Airbnb, Brown-Forman, Citi, Diversey – A Solenis Company, dsm-firmenich, Gartner, Google, HubSpot, J.P. Morgan, NBCUniversal, PropertyGuru Group, Publicis Groupe, Singapore Fashion Council, SoftwareOne, The Standard, Singapore, Vopak Terminals Singapore and Warner Bros. Discovery (WBD).

We want to acknowledge the support of our community partners, including: AWARE, Catalyse, Half The Sky, Pink Fest, Proud Spaces, Prout, Q Chamber, qUNI, The Singapore Association For The Deaf and We Are Hear.

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About Pink Fest

Pink fest

Pink Fest is a commercial festival that has been celebrating Global Pride Month in Singapore since 2018. We are dedicated to engaging LGBTQ people, allies and inclusive businesses through a program of arts, culture and lifestyle events.

Our vision is to inspire, entertain and inform festival goers by creating a safe, supportive and inclusive ecosystem that benefits all citizens and residents of Singapore.

Every year, Pink Fest is composed of two parts: its signature events and activities organised by its network of Official Festival Partners.

The festival is organised by a steering committee of LGBTQ and allies from different industries who volunteer their time to curate an exciting program.

In a bid to ensure that Pink Fest is grounded in the community, the committee has an annual tradition of opening up the Festival program to proposals from individuals, social service organisations and companies who want to contribute something to the festival.