

Planning

Mark the items
accordingly with
an X

Organizing committee

Diverse
and representative
regarding:

Gender

☐

Nationality

☐

Race/ethnicity

☐

Career stage

☐

Valuing and
recognizing the
work of those
involved in
organizing
events

Speakers and session chairs

Guarantee:

Gender balance among the event's speakers

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Gender balance among those chairing the event's sessions

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Diversity of ethnicity, origin, age, career stage, etc. among
both speakers and session chairs

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Communication

Inclusive image and
language

Perceptible to all backgrounds, physical conditions or
academic levels

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Invitation e-mails

Invite participants to indicate their pronouns (she/her/hers,
he/him/his, non-binary) and titles when registering, if
relevant to the event.

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Venue/Accessibility

Access: ramps and elevators, large rooms for wheelchair users, clear, visible and appropriate
signage for elevators, rooms and toilets;

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Getting around: availability of access and parking on site for private vehicles (cars,
motorcycles, bicycles, scooters), as well as the different means of public transport.

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Venue conditions: chairs available for all participants throughout the duration of the event;
provide extra rooms for rest, breastfeeding, and to make phone calls or video calls;

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Toilets: ensure an option for people with mobility impairments and do not use gender
signage, and if this is not possible provide at least one gender-neutral bathroom;

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Children: check the possibility of providing a care space for the children, so that mothers
and fathers can take the children with them to the event;

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Communication: ensure that the venue has a sound system appropriate to the size of the
room (such as efficient microphones and speakers); consider making the event available
online as well (live streaming or recording the event so that people can access it later).

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Scheduling

Avoid religious or national holidays

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Choose hours that allow people with caring responsibilities to attend the event

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Promote networking and leisure/entertainment sessions during the event (at least one)

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Publicize the date and time of the event in advance (taking into account the complexity of the event)

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Meals

Ensure additional support during breaks for people with reduced mobility, such as carrying food and beverage containers

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During registration, collect information about dietary restrictions and preferences (such as vegetarianism, veganism, food allergies and intolerances).

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If the event does not provide meals, create a list of restaurants near the venue that offer vegetarian, vegan or other options.

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If the event provides meals, ensure labels describing the ingredients of the dishes served, with special attention to allergens

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During the event

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Roundtables

Whoever chairs the round table should provide equal opportunities for speaking time, interrupt those who monopolize, get to know the speakers well

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If there is only one woman or person from other minority groups on the panel, try not to let them speak last

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Consider translating the questions into the speakers' native language and allowing them to answer in their native language.

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Q&A sessions

Collect only a few questions at a time, ensuring that there are questions from different people (different genders, career stages, ages, races/ethnicities);

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Try to start with a question asked by a woman, preferably in the early stage of her career

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Make it clear that no question is simplistic or limited, that all opinions are welcome;

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If possible, also give the option for questions to be asked (anonymously or not) via an application such as Slido or via Twitter;

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Consider making transcripts of papers available to allow greater participation by people who have difficulty following oral presentations.

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Networking sessions

Consider inviting academics at more advanced career stages to act as informal mentors to colleagues at an early career stage;

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Try different networking formats (such as Randomized Coffee Trials)

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iii. After the event

Time to
evaluate the
event in
relation to
issues of
equity and
inclusion

Before

Define equity and inclusion objectives (e.g. different identities, career stages, or institutional affiliations in the different sessions)

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The event's guidelines on gender issues should be shared with participants beforehand

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During

Instruct the person(s) responsible for taking photographs and video of the event to capture the diversity of the participants

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Consider collecting data on participation, such as the profile of who asked questions and the number of times people spoke.

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After

Gather feedback from participants evaluating the event on a number of issues concerning inclusion and equity

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Analyze the answers and publish the results

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