

# EQUALITY DIVERSITY AND INCLUSIVITY CONSIDERATION CHECK-LIST FOR MEETING ORGANISERS

For information as to why these actions are recommended for promoting accessibility see the University of Oxford Geography department [primer](#) on organising an inclusive meeting.

## Meeting Planning:

- Ensure location accessibility for all locations - accommodation/social/meeting room/poster hall/fieldtrips. Consider:
  - Disabled access (including ramps and/or elevators for access to buildings, stages, floors, etc.)
  - Parking availability (including disabled spaces)
  - Closely located disabled and gender-neutral toilets
  - Sufficient seating provided in all areas (e.g., poster sessions, reception areas)
  - Multiple small rooms to designate as: quiet spaces, private spaces, small-discussion rooms (for prayers/breast feeding/sensory breaks, etc.)
  - Meeting rooms with appropriate sound systems/microphones/hearing loops
  - Allocate/reserve seats for those with specific known needs (e.g., at the end of rows/close to exits)
  - Hybrid meeting options (at reduced rates) for those who cannot attend in person
  - Minimising distance between meeting venues (e.g., accommodation and social event sites and/or provide appropriate shuttles)
- Providing childcare facilities for attendees
- Provide emergency building evacuation plans
- Minimise costs for attendees (remove financial barriers):
  - Book in advance to ensure catering, venue, etc. costs are minimised
  - Seek to maximise sponsorship (and prioritise accessibility and inclusion)
  - Provision of student/post-doc fee waivers (requiring information from supervisors why they are not able to fund their student)
  - Provision of accessibility grants for carers or those with additional access needs if budget allows (consider asking an industry sponsor to specifically finance this)
- Try to select dates that don't preclude attendance by specific groups:
  - Avoid major religious holidays
  - Avoid school holidays/weekends
- Design a meeting code of conduct (example [template](#)):

- Include a clear reporting strategy and consequences
- Ensure reporting contacts have sufficient training to deal with any serious incidents
- Data collection at meeting sign-up:
  - Required reading of code of conduct at sign-up, with check box (example [template](#))
  - Demographic data collection (sharing at discretion of attendees with discretion of anonymity and how it will be used, example [template](#))
  - Request information on any additional access needs participants have
  - Ask if attendees require conference guides in a specific format (e.g., printed/braille/ editable digitally/compatible with screen readers etc.)
  - Collect information on dietary needs
  - Consider allowing attendees to select their own free-form name badge contents – allowing for inclusions of titles/pronouns as desired
- Invite a diverse speaker/panel line-up (consider gender, ethnicity, career stage, career path, disability, etc., but be mindful of the extra burden this can place on those who are underrepresented in your field who may not be able to accept all requests)
- Website & conference guide should clearly advertise details as early as possible to assist attendees in planning/making care arrangements, and should include information on:
  - Dates and (planned) structure of each day (including catering plans)
  - Venue information, including layout maps, highlighting toilets/quiet rooms (venues should be able to provide full access guides/floor-plans if they do not, push for them to provide these.)
  - Directions to all meeting venues
  - Provide conference guide in multiple formats (printed on request) with versions that allows alteration of font and interpretation by a screen reader .doc/.html
  - Ensure there is a contents page/menu so that those using screen readers or similar don't have to listen to the entire document to find the section they need
  - Include alternative text and image descriptions, especially for images containing text, for those using screen readers
- Meeting should be advertised over diverse networks in diverse formats ([list of diverse advertising links that could be used](#))
- Advice for creating accessible poster/talk content should be shared with attendees: automatically sent out with abstract acceptance ([tips for designing accessible conference presentations](#))

### **During Meeting:**

- At opening:

- Outline expected behaviour (e.g., mutual respect outlined in code of conduct)
- Provide information on logistics including locations of toilets, parking, quiet/private spaces etc.
- Detail harassment/discrimination reporting policy and advertise reporting contacts (example [template](#))
- Introduce convenors/helpers and ensure they are easily identifiable.
- Provide details of a fixed location that people can find one of these people if they need assistance
- Advise of any last-minute changes to advertised activities/venues/timetabling/catering/etc. and ask if attendees require additional support because of these changes
- When convening sessions:
  - Ensure speakers are audible, be prepared to stop speakers and assist with proper use of microphones if required to make sure they can be heard clearly before letting them continue
  - Minimise distractions/background noise (ask participants not to talk/use phones and close doors that open onto loud reception areas)
  - Encourage and select questions from a diverse range of audience members, particularly encouraging participation from under-represented groups/early career scientists (consider selecting these questions first)
  - Take typed questions from remote and in-person attendees
  - Ensure everyone can hear questions put to speakers, either provide a microphone, repeat the question, or ask the speaker to repeat it
  - Have a strategy to cease questioning that is disrespectful, unprofessional or is clearly intended to humiliate a presenter (e.g., suggest continuing conversation in break – with a convener present if necessary)
- Consider including Equality Diversity and Inclusion (EDI) meeting content:
  - A discussion panel on an EDI topic or a joint EDI/careers discussion?
  - An invited speaker working on a relevant EDI project
  - Provide time for attendees own EDI: highlighting their own EDI/outreach work if they wish
- Dietary Provisions:
  - Dietary needs met as reported in sign up (and clearly labelled/reserved)
  - Ensure there are caffeine/sugar-free/alcohol free options and water provisions in breaks
  - Ensure all food is clearly labelled with allergens
- Limit time of presenter sessions to <1.5 hour blocks
- Numerous breaks of varying length
- Provide non-alcohol centric social events

- Provide subtitling via livestream for both remote and in-person attendees
- Allow the option to submit typed questions for both online and in-person attendees

## **Post-Meeting**

- Collect feedback from attendees (example template):
  - On whether their accessibility needs were met
  - On what could be improved
  - On whether they felt the meeting adequately considered EDI issues
- Feedback to BGA EDI officer:
  - Demographic statistics for the meeting (if PGRiP/NAG meeting)
  - Relevant suggestions for improving EDI at future events
  - (anonymised) accessibility requests to event organisers so these can be included with future BGA guidelines