UNIVERSITY OF CAMBRIDGE CONFERENCE AND EVENT BEST PRACTICE DIVERSITY AND INCLUSION

CHECKLIST

1. PLANNING

☐ Ensure that the committee organizing the event or conference is diverse, informed, and gender balanced if possible. Discuss unconscious bias or diversity 'blindness' as part of the planning process.

☐ Develop a 'Speaker Policy' and make it visible on the conference or symposia website. The policy should outline goals regarding the diversity of conference speakers and audience members.

☐ Build and use databases to identify potential speakers who are from members of underrepresented groups. Some disciplines have already produced online lists that compile this information. If such a list has not yet being made available, consider producing one.

☐ Provide a clear event 'Code of Conduct' which references the University's Breaking the Silence staff and student policies (www.breakingthesilence.cam.ac.uk). The code should outline clear expectations for behaviour. Event staff should be familiar with the policy and your attendees should know who to go to in the event of an incident.

2. BEFORE THE EVENT

☐ Make the conference venue fully accessible; this includes giving due consideration to all accessibility requirements for disabled speakers and attendees. Ensure that your booking form provides accurate access information and invite participants to identify any access requirements.

☐ Ensure that gender neutral toilets are available near or at the venue and are clearly signposted.

☐ If speakers are unable to attend due to caring responsibilities, consider providing funds for travel support for partners or nannies to attendees who would otherwise not be able to accept conference speaking invitations.

☐ Consider providing an onsite crèche or other child care facility to support speakers and/or audience members with caring responsibilities.

☐ Identify the nearest reflection/prayer facilities, and highlight these within the conference literature. The University has compiled a list of facilities available for prayer or reflection.

☐ Ensure that your promotional materials include a diverse range of images. The University has produced a checklist developed to assist in considering diversity factors in images and design (see www.equality.admin.cam.ac.uk/projects/interconnect-overview).

☐ Consider access requirements for conference and event materials and websites as well as venues. For example: Promotional videos should be subtitled, where possible. If you

are developing a website with the University's web design then ensure that your design is accessible.

3. DURING THE EVENT

☐ Provide diversity guidance to session chairs and facilitators. Issues around diversity can impact participation in the Q&A sessions. Such disparities can have wider impacts in seminars and events where students and staff at different levels within the hierarchy are members of the audience. The British Philosophical Society has some useful guidance on this on how to mitigate these issues (bpa.ac.uk/resources/women-in-philosophy/good-practice)

☐ Time events to ensure that a wide range of speakers and participants will be able to attend. Where possible, avoid school holidays and Fridays.

☐ Ensure that networking opportunities are not limited to evening functions or events. If an early evening networking is scheduled, care should be taken to also include networking time during the day to ensure access to those with caring responsibilities or other considerations.

4. AFTER THE EVENT

☐ Send an evaluation form which includes demographic questions in order to analyze results by protected characteristic such as gender and ethnicity.

Please contact the Equality and Diversity section on equality@admin.cam.ac.uk for further information or guidance.