INCLUSIVE SCIENTIFIC MEETINGS
where to begin

https://500womenscientists.org/inclusive-scientific-meetings

SCAN ME
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Why do we need this Guide?

Scientific meetings are…

Important!

Impactful!

But not exactly impartial….
Who is it for?

Primarily, meeting organizers.

- Conferences
- Webinars
- Workshops
- Trainings

And also! ...
What's inside?

- Guiding Principles
- Planning the Meeting
- During the Meeting
- Assessment

2. SELECT A DIVERSE ORGANIZATION CAREER STAGE, RACE, GENDER

7. COLLECT CONSTRUCTIVE FEEDBACK FROM PARTICIPANTS.

(a) Evaluate meeting goals to advance diversity, equity, inclusion, and justice from the start to the end of the workshop process (see Assessment section).

(b) Ensure that feedback is incorporated into planning the next event and taken on board by organizers, even if it is hard to hear.

THOSE WHO FUND EVENTS CAN REQUIRE GRANTEES TO INCLUDE EVALUATION OF DEIA GOALS IN REPORTING REQUIREMENTS.

SUGGESTED QUESTIONS FOR ASSESSING INCLUSIVITY OF YOUR CONFERENCE/EVENT

Source: Adapted from AJ Lauer, 2020

Below is a list of suggested questions for assessing how inclusive your conference or event is. They cover a range of qualities of an inclusive conference, from safety to belonging, and are designed to provide conference committees with information that can be implemented for future events. For example, if scores are low for how welcoming the conference is to people with disabilities, make an effort to address accessibility at future events. Or, if responses indicate that the ethics policy is unclear or unavailable, make certain to publicize or clarify the policy in future years.

1) Please rate how welcoming [conference] is for [a list of identities based on the demographics collected in the survey (e.g., white women, white men, women of color, men of color, people with disabilities, international attendees, caregivers, LGBTQIA+…):] (not welcoming, somewhat welcoming, welcoming, very welcoming, don’t know)

2) Please rate the extent to which you agree or disagree with the following statements about [conference]: (strongly disagree, disagree, somewhat disagree, somewhat agree, agree, strongly agree, don’t know)
   a. Diversity and inclusion is a core value of [conference].
   b. [Conference] provides a clear policy on ethics and expected behavior.
   c. [Conference] provides effective responses to reports of discrimination and exclusionary behavior.
   d. [Conference] helps attendees of different cultures and backgrounds to interact.
   e. [Conference] solicits and values new ideas from all attendees.
   f. I am comfortable bringing up issues at [conference] without fear that it will negatively affect my career.
   g. I feel a connection to [conference].
   h. All attendees at [conference] are held to the same standards of behavior.
   i. Attendees at [conference] have an equal opportunity to participate in career-advancing activities such as presenting talks/posters, attending networking events, etc.

3) How likely are you, if at all, to recommend attending [conference] to a friend who asks? (very unlikely, somewhat unlikely, neutral, somewhat likely, very likely)
General Principles

- Whoever talks has the power.
- Participation is not only about who is in the space, but also how they’re doing in the space.
- Designing for universal access benefits everyone.
- Set and enforce clear expectations for appropriate behavior and structures of accountability.
- Share diversity, equity, inclusion, justice, accessibility (DEIJA) work equitably.
Workshop Planning Cycle

We recognize that meeting planners may not be able to enact all of these recommendations in every meeting; take as many into account as possible from the start!
Planning the Meeting

1. Set goals for equity and inclusion.
2. Select a diverse organizing committee representative of career stage, race, gender, and other axes of identity.
Planning the Meeting

3. Secure adequate funding that reflects your commitment to equity and inclusion.

4. Choose a meeting modality, location, venue, and timing that prioritizes belonging and access for diverse attendees.

Accessibility Checklist when Choosing a Meeting Venue and/or Platform

1) Venue

- All entrances, rooms, doorways, hallways, podiums, and platforms are accessible for people with reduced mobility and in wheelchairs, and the venue meets ADA accessibility standards. All buttons for automatic doors are functioning properly.
- Any aisles are kept clear.
- All rooms have accessible seating, space for wheelchairs, and seats accessible for people of different body sizes.
- All rooms are equipped with microphones and appropriate presentation technology.
- Gender-inclusive and wheelchair-accessible bathrooms are available and convenient.
- There are enough rooms to create designated prayer, quiet, and lactation rooms.
- The rooms are close enough that all participants, including those with reduced mobility, have sufficient time to transition between rooms.
- There is sufficient wifi bandwidth for video streaming, remote captioning, using screen readers, and fully including hybrid attendees.
- The dining staff are able to accommodate all requested dietary restrictions, if applicable.
- There are multiple styles of hotel accommodations (single & multiple occupant options) and wheelchair-accessible rooms, if applicable.
- Participants can identify what genders they feel comfortable rooming with, if applicable.

2) Multiple Venues

- Transportation is provided between venues and is accessible to people in wheelchairs.
- The path between venues has curb cuts and pedestrian signals with audio cues.
- The breaks between events are long enough that all participants, including those with reduced mobility, have sufficient time to transition between venues.

3) Platform

- The platform is accessible for the planned meeting duration and number of participants.
- Upon sign-in, participants can enter names and pronouns that are automatically displayed to others.
- The platform allows participants to turn on auto-generated captions and pin multiple screens (e.g., the keynote speaker and an ASL interpreter).
Planning the Meeting

5. Create a human-centered meeting agenda that is dynamic and engaging!

6. Inclusive promotion & outreach
   - Imagery and language
   - Financial and accessibility support
   - Networking and professional development
Planning the Meeting

7. Prioritize diversity in selecting presenters and participants.
   - Open recruitment
   - Clear selection criteria
   - Regular evaluation of progress
   - Speaker order
Planning the Meeting

8. Foster belonging early through pre-workshop interactions with participants and speakers (eg. registration, emails, calls).

- Program goals
- Financial and accessibility supports
- Clear guidance for speakers and facilitators, opportunities to practice

Invitation to panel discussion, July 2022

As chairs of the 2022 Centromere Biology Gordon Research Seminar, it is our pleasure to invite you to participate in a discussion panel on Enacting Positive Change In Our Spaces.

We would like to invite you to participate in this conference panel in your Director of Outreach role. The grassroots format of 500 WS is a fantastic example of how individuals can enact positive change. We believe it would be inspiring for our attendees to discuss the success of 500 WS with you in person and hope that you will be available to form a part of our panel.
Planning the Meeting

9. Establish harassment reporting and accountability mechanisms.
   - Code of conduct
   - Enforcement policies

10. Proactively implement accessibility measures.
Questions about Planning?

[QR Code]
During the Meeting

A meeting that centers inclusion should…

- Enable and encourage everyone at the meeting to participate.
- Honor the contributions of all participants.
- Empower all voices to be heard.
- Ensure everyone present has a sense of belonging and can thrive in the space.
- Center human experiences and relationship building.
During the Meeting

1. Introductory talks or comments can tee up awareness, dispositions, and skills.
   - Center belonging
   - Code of Conduct
   - Group Agreements
   - Facilitation ground rules

GROUP AGREEMENTS CAN HAVE GREAT VALUE IN DAILY PROFESSIONAL ACTIVITIES AND MEETINGS.

RELATED RESOURCES
Examples of inclusive group agreements and/or ground rules

- Counter your affinity bias—leave your comfort zone and reach out to people.
- Alternate using your voice and making space for other voices.
- Give credit appropriately.
- Disagree respectfully and constructively.
- Use pronouns proactively.
- Practice self-care when needed.
- Listen to understand, not to respond.
- If you have concerns for yourself or others, talk to the organizers.
During the Meeting

2. Land and labor acknowledgments can be delivered as a part of broader efforts to develop authentic relationships with and support impacted communities.

“It is important to understand the longstanding history that has brought you to reside on the land, and to seek to understand your place within that history. Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation.”

– Northwestern University

Land Acknowledgement:

As we begin this event, we acknowledge the original inhabitants of this area, the Menominee and the Ho-Chunk Nations. This land encompasses the three campuses of the University of Wisconsin-Oshkosh in the Lake Winnebago region. Please take a moment to honor these ancestral grounds and celebrate the resilience and strength that all Indigenous people have shown worldwide.
During the Meeting

3. Inclusive and equitable facilitation of presentations and discussions is critical.
   - Disperse power
   - Shared language
   - Asynchronous participants

4. Agenda pacing is key.
   - Stay responsive
   - Ample time for discussions, questions
   - BREAKS!
During the Meeting

5. Lead activities to help participants connect.
   - Group meals, accessible group outings
   - Development / mentorship
   - Opportunities to learn about DEIJA

6. Develop and share clear guidance for meeting deliverables.

7. Collect constructive feedback from participants.
Questions about During the Meeting?
Assessment – Pre-Workshop

- Set measurable DEIJA goals that are specific to your event or meeting.

- Establish pre- and post-survey questions to assess DEIJA goals.

- Identify who will conduct the assessment and seek necessary approvals.

Examples of DEIJA goals

- Representation of different identities, career stages, or institutional affiliations
- Quantity and quality of interactions
- Feelings of safety or belonging
Assessment – During the Workshop

- Conduct surveys as agreed in the planning stage.

- Consider collecting data on participant engagement.

- Respond to issues as soon as they are flagged.
Assessment – After

- Conduct any post-surveys and analyze all survey data.

- Articulate issues to be addressed at future meetings and what will be done differently.

- Share assessments with all interested parties, including organizers, attendees, funders, leadership.

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