Conferences Checklist

Location

- Is it easily accessible on public transport e.g., for those with disabilities, or those bringing children?
- How costly is it to travel to the conference from other parts of the Country (national conferences) or World (international)?
- Is it in a Country, or part of a Country, where LGBTQ+ persons are socially and legally accepted?
- Is it in a Country, or area of a Country, where racism is a problem? Consider all types of racism and motivation for racism e.g. historic, cultural, religious.
- Is it feasible to offer a hybrid conference to facilitate attendance, participation by a more diverse cohort?
- Are medical facilities nearby if delegates need e.g., dialysis, oxygen replacements?
- Consider asynchronous delivery to widen to delegates in different time zones or with other responsibilities.

Registration

- How easy is it for those with disabilities to register for the conference
- Check the language use
- Ensure delegates are aware of inclusive facilities e.g., a map of quiet rooms, the menus, accessible facilities
- Ask if applicants are happy to share pronouns
- Can you enable payment plans?
- Look at imagery and language used to advertise the conference – does it show a diversity of attendees?

Venue – Facilities and Accommodation

- Is the venue fully and easily accessible for those with disabilities e.g., accessible toilets, parking, entrances routes to and around all rooms used by the conference such as lecture theatres, dining room, poster room, networking room, accommodation?
- Is accommodation single occupancy or shared? If shared is there single occupancy available?
- Is there more than one fully accessible room?
- Is there suitable accommodation for delegates brining children, support dogs?
- Create online networking spaces
- Are there inclusive facilities e.g., creche, gender neutral toilets, quiet rooms, prayer room, breast feeding room, support dog facilities, free sanitaryware in all toilets (gendered, accessible and gender neutral)?
- Do on site and online facilities in all spaces used by the conference have inclusive facilities e.g., hearing loops, sign language interpreters, stream capture, microphones (speakers and delegates asking questions)?
- Can delegates with physical disabilities easily access the refreshments e.g., the height of buffet, ability to carry and consume food and drink, are there plenty of places to sit down and eat easily (some disabilities cause fatigue and standing is not an option)

Empower Delegates

- Ask delegates to write their preferred name on ID cards (or online)
- Encourage but do not insist on delegates sharing their preferred pronouns
- Provide a means of delegates exempting from photographs e.g., different colour lanyards
- Provide a means for delegates to state whether they would like to be approached in networking periods e.g., red (please do not initiate conversations), amber (one to one conversations are good for me, green (happy to be approached)
- Avoid early and late finishes to enable those with caring responsibilities or disabilities to engage fully in the conference, consider for example having a conference lunch rather than dinner

Presentations and Posters

- Share inclusive templates for slides, posters and abstracts e.g., pastel background dark writing; sans serif or dyslexic font; alt text for images; limited text; share information on inclusive language, consider dyslexia, visual impairments and other disabilities that impact reading
- Ask for slides, posters and abstracts to be shared with delegates in advance on the conference to enable delegates to use accessibility software in advance
- Ensure posters can easily be read from a distance and by wheelchair users
- Ask delegates to acknowledge all people in the group including technicians and centre managers in the presentations
- Ask presenters to embed EDI in their research and explain why not e.g., barriers, future intentions
- Ask presenters to be trauma aware when creating presentations.,
- Enable questions to be submitted by delegates in advance and in writing
- Ask (but do not insist) presenters to use preferred pronouns
- Consider the diversity e.g., gender, race/ethnicity, disability, LGBTQ+ identity of the invited speakers and Chairs, may mean that more junior staff are involved as traditional absence of some cohorts at professorial level
- Have a facilitator for online delegates
- Welcome "everyone" NOT ladies and gentlemen
- Make it easy and remind delegates in each session to leave a session without judgment
- Ensure sufficient number and timing of breaks, consider for example diabetic and others who need to eat regularly, the length of time it takes to use facilities especially for some disabled delegates

Non-Professional Activities and Catering

- Are conference trips accessible and inclusive e.g., travel to the venue, the venue itself and activities?
- What will online attendees do when on-site delegates go on a trip?
- Are the activities inclusive and welcoming for all e.g., do not segregate participants on the basis of binary gender; consider the impact serving alcohol at an event will have for certain faiths, people who have had experience of alcoholism either personal family member, or those who cannot drink alcohol for other reasons

- Provide diverse and inclusive food and drink options at all breaks to meet diverse dietary needs. Importantly consider the importance of cross contamination for those with allergies, coeliac and particular faiths.
- Ensure food are clearly labelled and serving, especially in buffets, prevents cross-contamination.

Prizes and Bursaries

- Be inclusive when considering who will receive prizes e.g., consider those with caring needs, from low socioeconomic backgrounds, with disabilities, from traditionally low participation cohorts
- Consider bursaries for to cover costs for those with caring responsibilities who need to make alternative arrangements

Conference Team and other Attendees

- If relying on PhD students and postdocs, is the work being equally divided based on gender, age, race, etc?
- Are the needs of the team being supported