



### BEST PRACTICES INCLUSIVE CONFERENCES

## EQUALITY COMMISSION



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CONSEJO SUPERIOR DE INVESTIGACIONES CIENTÍFICAS

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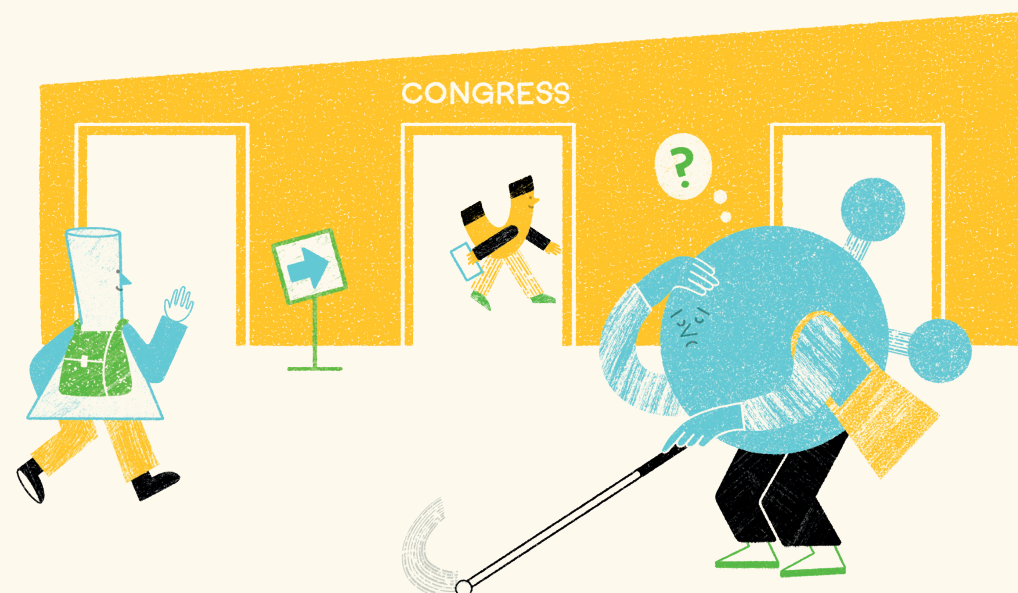
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# BEST PRACTICES FOR INCLUSIVE CONFERENCES

- ? **Have you thought**  
that the choice of the conference venue could hamper  
the participation of some people or put them at risk?
- ? **Do you know**  
that sexual harassment and other inappropriate  
behaviours may occur at the conference?
- ? **Are you aware of**  
the importance of having an inclusive and  
diverse speakers panel?



## Where and when?



- ✗ **Do not organize the conference in countries whose legislation violates human rights** for LGBTQIA+ individuals, women or any other community, or where certain people can be at risk due to social factors.
- ✗ **Celebrate the event in a place physically accessible** for people with functional diversity, including breastfeeding rooms and gender-neutral restrooms.
- ✗ **Avoid scheduling the conference on cultural and religious international holidays, and on weekends.**



## Inclusion and diversity

- ✗ **Ensure an adequate participation of women as speakers, chairs and members of both the program and organization committees.** Do similarly for people belonging to different ethnic and geographical areas, specially at international conferences. Collect this information in participation statistics.
- ✗ **Use an inclusive language in all the communications** and consider offering all participants to choose the gender pronouns (e.g. she/her/hers, they/them/theirs) they feel identified with.

## Social harmony at the conference



- ✗ **Provide a Code of Conduct** to set the expected social rules to celebrate an inclusive conference, also identifying unacceptable behaviors. **Make it public for all participants before and during the meeting, both online and at the event.**
- ✗ **Identify the contact point for reporting situations of sexual harassment or any inappropriate behaviour.** Plan in advance the measures to be taken in case these situations occur.
- ✗ **Ensure that there is an adequate time and space to promote conversations and interaction among participants.**



## Measures easing attendance

- ✗ **Include economy options for accommodation and ease the attendance of participants from developing countries or at the initial stage of their scientific career,** either offering travel grants or reduced registration fees.
- ✗ **Provide childcare facilities to the participants.**