

ICRAR UWA Checklist Inclusive Conferences/Workshops

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[1] The supporting guidelines for this checklist **ICRAR UWA Guide for Inclusive Conferences/Workshops** can be found on the ICRAR website at:
<https://www.icrar.org/dei/documents/>

Overview

This checklist aims to provide recommendations for how to best represent and reflect the diverse community of attendees in ICRAR or ICRAR supported conferences, meetings and activities. Please provide as much detail as possible and return to Renu.

Before a Meeting

Committees

	Action	Completed (Y/N)	Evidence/Reason for N
1	Ensure a diverse and representative organising committee (consider age, career level, gender, transgender and gender-diverse people, sexual minorities, ethnic and racial minorities, people dealing with disabilities, and those from underrepresented nationalities).		
2	The committee should set goals for equity and inclusion, e.g., representation of different identities, career stages or communities.		
3	Include a highly visible statement in the conference web page describing commitment to equity and diversity. Include policies on anti-harassment,		

	conference speaker and chair, and a general code of conduct.		
4	Ensure a diverse list of invited speakers, session chairs and contributed speakers.		

Location, Scheduling & Funding

	Action	Completed (Y/N)	Evidence/Reason for N
5	Some nations have laws and customs dangerous to particular groups (e.g., women, transgender and gender-diverse people, sexual minorities etc). This should be carefully considered when choosing a conference destination.		
6	Schedule mindfully.		
7	Ensure that funding is allocated (or sought) to support inclusivity.		
8	Work towards alleviating the bias against people with primary carer responsibilities.		
9	Ensure the venue is suitable for people with disabilities.		
10	Be mindful when choosing the venue. Avoid remote locations. Minimise the commute time to the conference venue in order to appeal to attendees with personal/family commitments.		
11	Follow up with invited speakers if the invitation is declined.		

Promotion

	Action	Completed (Y/N)	Evidence/Reason for N
12	When promoting the event, use inclusive images and languages, state if funding and special inclusion services are provided.		

Registration

	Action	Completed (Y/N)	Evidence/Reason for N
13	During registration, ask if special assistance is needed.		
14	Guidelines for event signage/talks/posters are accessible.		
15	Provide pronoun stickers for participants.		

During a Meeting

Talks and Inclusivity

	Action	Completed (Y/N)	Evidence/Reason for N
1	Introductory talk includes <ol style="list-style-type: none">1. Welcome/acknowledgement of country2. Statement on inclusivity3. Draw attention to the Code of Conduct4. Note time constraints and remind presenters to use microphones		
2	Moderate Q&A sessions with an awareness of inclusion: consider offering questions to students and ECRs preferentially.		

3	Prepare a survey for the end of the conference to understand participants views on the goals you set as an organising committee at the start of this process.		
4	Find volunteers to help persons with disabilities who require assistance in the event of an emergency evacuation.		

Social Events

	Action	Completed (Y/N)	Evidence/Reason for N
6	Ensure social events do not exclude or offend participants. Ensure locations are physically accessible.		

After a Meeting

Assessment

	Action	Completed (Y/N)	Evidence/Reason for N
1	Ensure the LOC and SOC assess the success of the conference from the point of view of the organisers and the participants.		
2	Provide a summary of the budget and costs for the meeting. Make sure that unspent money is returned to ICRAR, unless a request to do otherwise has been approved by the exec.		