



Equity checklist

This plan aims to support ECTMIH 2023 in taking diversity, equity and inclusion (DEI) into account within all aspects of the planning, implementation and evaluation process.

GENERAL PRINCIPLES

- We are realistic: everyone has implicit biases, this is something that you cannot change overnight. Be aware that in dialogue you can make a lot more possible. Tell someone when you think they can take DEI values more in account, but also tell someone when they are doing something good. Start with ideas that are easiest for you to execute.
- We want to make a commitment: We advertise our event as an equitable, inclusive and diverse congress, so everyone knows we are committed to these values and can reflect on and work with us to meet these aims.
- We thank our participants for contributing and encourage them to join in and be mindful about our commitments and also help whenever possible.
- We appreciate feedback: we learn from feedback and lessons we pick up in the process. We document these in this plan we share publicly/Open Access, so it can be used for future events we or others organize. This document is also a dialogue in that sense, and we are aware that there is always progress to be made in terms of DEI values.

VALUES AND RESPECT

Action Item	Tips	Check
ECTMIH values	<p>ECTMIH values include equity, diversity and inclusion. participants are expected to commit conduct associated with these values within the event.</p> <p>Values are communicated to participants before attending the event, and during the opening of the event;</p> <p>The Code of Conduct is shared amongst attendees;</p> <p>A space for dialogue on values and Code of Conduct is provided before the congress.</p> <p>A contact number is shared to raise concerns concerning possible breaches of the Code of Conduct</p> <p>Values and Code of Conduct will be shared with the Committee and Session Chairs.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>Not done</p> <p>✓</p>
Safety	<p>ECTMIH aims to be a safe space for all attendees and members of the organisation, to ensure this, the following steps will be taken;</p> <p>There is a Code of Conduct committee, members of the CoCc are present at all times and recognisable, should participants want to raise concerns concerning breaches of the Code of Conduct;</p> <p>Encourage organizers and attendees to speak up and/or step in, when witnessing incidents;</p>	<p>Partial</p> <p>✓</p>
Ensure respectful dialogue and foster shared values	<p>Discuss sensitive topics, discuss expectations and ground rules with participants;</p> <p>Consider to question and discuss in your sessions, what role do (implicit) values play in your field of research?</p> <p>Establish a commitment to critique ideas rather than individuals, also make sure participants do this.</p> <p>Be aware of any bias in this area that is inherent in the organisation, and actively make room for other opinions, but do not deviate from the core values document.</p>	<p>Partial</p> <p>Partial</p> <p>✓</p> <p>✓</p>
Tackle implicit biases	<p>Make biases explicit. This can be done by empathising with others and reflecting on positionality. Various approaches can be developed, including a very short questionnaire or reflective questions before a meeting/session starts.</p> <p>Be aware of historical discrimination, (discrimination that took place in the past that can still affect the way we think and act). There are various ways to address this.</p>	<p>✓</p> <p>✓</p>

INCLUSION

Action Item	Tips	Check
Inclusion: overcoming financial and regional barriers	<p>Ensure reasonable prices for participants, such as young people and students all around the world, for whom it may be impossible to join the event;</p> <p>For participants who need support to attend this conference without financial assistance, provide an overview of possible funds and scholarships and offer to support in the applications;</p> <p>For those unable to participate on location, let those voices be heard through satellite symposia (regional hubs) and online ways of contributing.</p> <p>Make a list of groups that were unable to make their voices heard. This can even be made available during the conference so that participants can also reflect on it.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>Not done</p>
Inclusion: meaningful engagement	<p>Consider in advance who your target audience is. It makes sense that this isn't or can't be everyone. Also actively describe the disadvantages and consequences of this.</p> <p>Be aware of who your participant pool consists of. Does this match the target audience?</p> <p>Consciously favor historically excluded groups by getting them into important positions through deliberate commitments or quotas for example.</p> <p>Describe per session if it is interactive. Communicate this in the guidance note to the speaker and to the chairpeople in the chair instructions. Also communicate this clearly to the participants.</p> <p>Send the message to the participants 8 weeks in advance.</p> <p>Ensure that committees reflect diversity in terms of ethnicity, gender, age, sexual orientation, and disability status.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Not done</p>
Inclusion: language	<p>Be aware of which language is being used. Does this fit the audience target? In the ECTMIH conference the main language will be English, excluding attendees that solely speak another language.</p> <p>Choose terms that are less controversial if they facilitate dialogue. Think before sessions, possibly together with the key speaker, which terms are used and what they mean.</p>	<p>✓</p> <p>✓</p>
Inclusion: tackling ableism	<p>Ensure that the location is wheelchair accessible.</p> <p>In presentation, ensure the use of a clear font (make a choice between Verdana, Lucida Sans or Georgia); consider color blindness when using texts and images. Use strong contrasts and avoid red/green contrasts. (for more info regarding visibility guidelines, click here)</p>	<p>✓</p> <p>Not done</p>

	<p>Ensure clear and audible presentations, so that people with impaired hearing can also participate as much as possible.</p> <p>Provide the option to have specific seats reserved, even when the activity is standing. Chairs will be available in all session rooms and social programmes.</p> <p>Take into account light sensitivity. Try to avoid flashing lights and if necessary, give clear warning well in advance.</p> <p>Make sure all movies are captioned.</p> <p>Avoid strong smells, be aware of fragrance sensitivity.</p> <p>Give the option to indicate in advance if there are special things to take into account due to medical reasons.</p> <p>Make a guidance note for speakers that takes all these things in account.</p>	<p>✓</p> <p>✓</p> <p>Not done</p> <p>✓</p> <p>Not done</p> <p>✓</p> <p>Not done</p>
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LEADERSHIP AND POWER

Action Item	Tips	Check
Leadership	<p>Ensure and foster compassionate leadership in all sessions. Discuss equity, hierarchy and inclusion with the congress' leaders. Ensure spaces for feedback.</p> <p>The congress will have a zero-tolerance policy for discrimination, sexism, homophobia and other forms of aggression (see also Code of Conduct), regardless of hierarchical position.</p> <p>Have a zero-tolerance policy for discrimination etc. regardless of hierarchical position</p> <p>Chairpersons during this congress will set a good example, thanks to the checklist, about DEI values.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Ownership and power	<p>Ensure that committees share ownership and power over their responsibilities. This prevents one person from having too much influence. Be aware of who has power over the agenda and choosing topics.</p> <p>When a topic is about a clearly defined group, make that group, or someone from that group, owner of the session as much as possible.</p> <p>Ensure a varied composition of chairpeople. In addition, make an instruction for these chairpeople in which equity is taken into account.</p> <p>When sessions are recorded or broadcast online, be aware of privacy rights, but also the opportunity to openly engage in dialogue.</p> <p>Arrange a varied composition of chairpeople based on race, ethnicity, age, gender, sexual orientation, and disability status.</p> <p>Include a statement in the conference materials regarding privacy rights.</p> <p>Talk to key speakers in advance about which groups of people they will speak to and what influence they have had on the research. Make sure they include this in their session.</p> <p>Stimulate patient participation. Try to have at least one session with a patient as the key speaker.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Not done</p> <p>✓</p> <p>Not done</p>

HEALTH

Action Item	Tips	Check
Health protection and promotion	<p>Arrange the conference schedule so that it fosters and protects a healthy work/life balance.</p> <p>Communicate that people do not need to be present during every session</p> <p>Include sports, yoga sessions, art exhibitions and social events in the programme;</p> <p>Provide for spaces for rest as well as for breastfeeding.</p> <p>Minimize the role of alcohol at your conference and its social events; do not encourage or romanticize the use of alcohol during social events;</p> <p>Ensure healthy food, as plant based as possible; include allergy cards on the food served (gluten, eggs, nuts and allergies included in the registration form)</p> <p>Smoking will not be allowed during the event.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

GENDER AND HETERO-NORMATIVITY

Action Item	Tips	Check
Gender	<p>Be aware of cultural differences around gender and take this into account, but as always core values take precedence over cultural differences.</p> <p>Ensure there are gender neutral restrooms on location. It is even better when the options are male/female/gender neutral.</p> <p>Ensure open and fair communication about participants' pronouns and gender. Include pronouns on the personal congress badges and zoom names.</p> <p>Use gender neutral language in your sessions as a default.</p> <p>Refrain from using normative language consider gender, heteronormativity and/or cultural background.</p>	<p>✓</p> <p>✓</p> <p>Not done</p> <p>Not done</p> <p>✓</p>

CULTURE AND RELIGION

Action Item	Tips	Check
Cultural inclusivity	<p>Where possible, make room for cultural practices, but intervene when they conflict with core values of the congress.</p> <p>Ensure a level playing field, also when it comes to hierarchy in the academic world. This means: try to include this in the organization team yourself, let chairpeople intervene in sessions when this is not happening and leave out forms of addressing and titles when possible and appropriate.</p> <p>Include these commitments in the guidelines sent to the participants 8 weeks before the congress.</p> <p>Include these commitments in the instructions for chairpeople.</p> <p>Discuss these commitments in the organization team.</p> <p>Provide a platform or means for people to share their culture with participants in sessions or in social events.</p>	<p>✓</p> <p>✓</p> <p>Not done</p> <p>✓</p> <p>✓</p> <p>Partial</p>
Religious inclusivity	<p>Include dietary requirements, also those based on religion, in the submission form;</p> <p>Be aware of religious holidays and moments of religious observance, such as times of prayer. Ensure room and time for prayer or meditation.</p> <p>Ensure that the social program is not centered about alcohol consumption, so that participants from various cultures and religions feel welcome to attend.</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Inclusion: language	<p>Be aware of which language is being used. Does this fit the audience target? In the ECTMIH conference the main language will be English, we are aware this unfortunately excludes attendees that solely speak another language - eg from French and Spanish-speaking regions.</p> <p>Choose terms that are less controversial if they facilitate dialogue. Think before sessions, possibly together with the key speaker, which terms are used and what they mean.</p>	<p>✓</p> <p>✓</p>

References

This checklist was developed by the ECTMIH 2023 team from scratch.

A number of (online) resources were used besides theoretical framework as examples:

https://www8.gsb.columbia.edu/sites/default/files/files/Dean_DEI%20Checklist_FY21.pdf

<https://sparcopen.github.io/opencon-dei-report/checklist.html>

<https://pgss.mcgill.ca/document/view/2521/Equity%20Checklist%20for%20Events.pdf>

<https://conferencesandevents.yale.edu/sites/default/files/files/YC%26E%20DEI%20Checklist%202022.pdf>

<https://www.cacfp.org/assets/pdf/DEI+Checklist/>

<https://www.shure.com/en-US/conferencing-meetings/ignite/the-stem-ecosystem-meeting-equity-checklist>

<https://ncwwi-dms.org/resourcemenue/resource-library/inclusivity-racial-equity/advancing-racial-equity/1648-racial-equity-meeting-checklist-acs/file>

<https://www.bizzabo.com/blog/diversity-inclusion-event-checklist/>

<https://www.equality.admin.cam.ac.uk/files/checklist.docx.pdf>

http://sigir.org/wp-content/uploads/2021/02/SIGIR_DEI_Event_Checklist_v2020-06.pdf

<https://equity.ubc.ca/resources/accessible-and-inclusive-event-planning/>