Diversity und Inclusion Checklist
for conference/event organizers

GOAL: A checklist with ideas how to promote conference participation and experience of members belonging to underrepresented groups. The points in both checklists are meant as ideas and inspiration, presenters and organizers should decide for themselves to which extent they would like to commit to each of them.

- **Timing**: Consider avoiding conference days on holidays or the weekend.
- **Website**: Consider making the website barrier-free (e.g. with reading/audio options) and provide alt-text for pictures.
- **Fees**: Consider a socio-economically fair staggering of participation fees (possibly staggered according to self-assessment of financial possibilities, e.g. for students)
- **Submission**: Consider explicitly stating that contributions by individuals from marginalized or disadvantaged groups are welcome and desired. Consider implementing the submission of results-blind or author-blind abstracts to be less biased by the outcome of a piece of work, and to level the playing field (e.g., for early career researchers (ECRs) that might not have results yet). Consider basing your submission guidelines on academic age, not actual age to include older individuals in the early career phase.
- **Selection**: When selecting keynotes or contributions, consider including a person background/expertise in diversity and inclusion in the selection panel, and/or reflecting critically on discrimination, diversity and inclusion. Aim for a balanced distribution of genders at the event, especially in podium discussions or talks. Aim for theoretical and methodical diversity in contributions to gain new knowledge. A bit more work, but possibly with it: Consider implementing a **peer-review system for talks and posters** so people get feedback on their work before they present.
- Consider **including educational material/guidelines regarding recommendations for presenters** alongside abstract acceptance e-mails (e.g. checklist by the DGPs/DGPA ECRs)
- **Language**: Consider using gender-diverse/gender-neutral language in written and spoken German communication, e.g. through use of the * (Teilnehmer*innen).
- **Amenities**: Consider offering toilets that are inclusive to non-binary individuals, e.g. gender-free toilets (it is likely already enough to change the signs on the door via stickers, no large reconstruction or conversion necessary). Consider providing information about gender-free toilets in the program. Consider barrier-free accessibility of the facilities (toilets, lecture rooms, coffee breaks, etc.) for people with disabilities, e.g. elevators, ramps, braille guidelines, overview over non-accessible entrances. Possibly conduct a survey beforehand or ask about needs during the submission process. If possible, provide support on-site.
- Consider implementing a **Buddy program** to make it easier for first-time conference attendees to find their way around (see here for more info; please contact the current JuWi representatives of the bioDGPs and DGPA to ease organisation).
- Consider giving the option of a **free daycare** for children during the time of the conference.
- Consider providing information about the conference's **code of conduct**.

- Consider providing **contact persons** for inquiries concerning such a code of conduct, a quiet place of retreat and a contact point for complaints and/or initial counseling in the event of assault/discriminatory experiences etc. at the event.
- Consider explicitly stating on the conference website or in emails where people can **ask for help** officially, e.g. regarding accessibility.
- Consider offering a **diversity platform** where participants with different diversity challenges can connect.
- **Program**: Consider including explicit program points that highlight topics such as diversity and inclusion to present different role models. Consider including a dedicated section in the program about inclusion and accessibility and explicitly highlighting diversity-related content. Consider leaving out the titles of speakers in the program to reduce hierarchy and make speakers more approachable to especially ECRs.
- Consider implementing an **impulse talk** at the beginning of the event to inform and sensitize people for diversity, inclusion and accessibility topics, or including a dedicated slot for these topics at the event.
- **Symposia**: Allow ECRs to co-chair symposia, and to consider including at least one ECR in each symposium. Ask chairs to explicitly reflect on and consider diversity and inclusion of underrepresented groups in their symposia submissions and consider this in the selection.
- **Posters**: Consider leaving posters up for a whole day and opening them to students or other non-conference people after the poster slots. This would allow for more public engagement.
- **Presentations**: Consider having a simultaneous sign-language translation of talks, especially the keynotes. Consider using microphones to accommodate people with reduced hearing, and inform speakers and listeners beforehand about the equipment available on-site. Consider using translators or live captions to transmit German contributions to English. Consider including sign-language translators for deaf people.
- **Roundtables and discussions** on diversity-related topics might profit from perspectives of people with lived experiences (e.g. psychiatric conditions).
- Consider giving out **badges** that people can put on their posters to highlight certain practices (e.g. Registered Report, Open Data, Open Materials, Open Code, Preregistered, …).
- Consider **publicly sharing the conference contributions** on a public repository like OSF or on YouTube with the option to opt-out for e.g. unpublished results (see e.g. SIPS).
- Consider adding a **science communication / public outreach / patient day** with easier talks and posters. For this, consider asking presenters for **abstracts in easier / lay language**.