Diversity und Inclusion Checklist
for conference/event presenters

GOAL: A checklist with ideas how to promote conference participation and experience of members belonging to underrepresented groups. This can make contributions (poster, talk, symposium, etc.) more accessible. The points are meant as ideas and inspiration, presenters should decide for themselves to which extent they would like to commit to each of them.

- **Posters**: To make your poster more accessible, less text-heavy and better understandable, use bullet points instead of full sentences, use big figures that are self-explanatory (or have subtitles). Possibly supply a link or QR-code for a PDF-version.
- **Presentations**: Consider that your slides should also be readable and understandable for people with reduced vision, possibly supply a link or QR-code for a PDF-version.
- **Sample**: Describe your study populations with respect to diversity categories and think about limitations with regard to generalizability.
- **Language**: If you feel comfortable enough, consider submitting and presenting your work in English to make it more accessible to international scholars. Consider adding flags or other symbols on your presentation for the languages that you speak so people know how they can approach you. Take responsibility to use gender-balanced language in your presentations, by using the * (Teilnehmer*innen).
- **Visuals**: Consider using color-blind friendly visuals for your layout, plots, etc. in your poster or presentation. You can find more information and some examples here. Check here and here for visuals using R/RStudio.
- **Alt-Text for Images**: If you post about your work or activities on social media and use images, consider using alt-text (i.e., text descriptions for visual stimuli) to make your posts accessible to blind individuals.
- **Closed Captions:** To accommodate deaf individuals, closed captions can be used when you record a presentation or consider using an online video program that automatically creates them (e.g., Zoom, YouTube, etc.).
- **Audio**: Consider adding an audio-version of your poster to make your presentation accessible to more people, e.g. blind people or people not joining the conference.